

BEDFORD, MASSACHUSETTS

Location

Bedford is located on the map of Massachusetts in Middlesex County—about fifteen miles northwest of Boston near the junction of routes 3 and I95 [128]. The Town may be accessed by car and by public transportation on the M.B.T.A., Taxi, shuttle, and Logan Express connect to Boston's Logan Airport. Surrounding towns are Lexington, Concord, Carlisle, Burlington, Billerica, and Lincoln.

The Town map shows a land area of almost fourteen square miles, with 65.54 miles of public roads. There are rivers, ponds, fields, and forests saved as conservation lands. The Town maintains open spaces with walking trails and bikeways as well as athletic fields and parks for recreation.

History

Incorporated in 1729, the initial community of fifty households survived on farming and requisite industries. The Town's history is documented in the Bedford collection at the Bedford Public Library. Visitors are drawn to view historic sites including homes, the Old Burying Ground, The Wilson Mill, the Job Lane House and the original Bedford Flag that was taken to the battle of Lexington and Concord in 1775. With support from Friends of Depot Park, a historic park commemorating railroad activity in Bedford is located near the intersection of Loomis Street and Railroad Avenue. *Exploring Bedford*, a walking/biking tour guide describing these sites, is available at the Library and the Bedford Chamber.

<http://www.freedomsway.org/towns/bedford/bedford.html> will give you the history of what happened in Bedford the morning of April 19, 1775, and the addresses of the houses and other revolutionary sites that have been preserved in Bedford.

The circa 1713 Job Lane House, a beautifully preserved example of the New England saltbox-style house, was home to one of Bedford's founding families and is open for tours twice a month, May to December (www.bedfordmahistory.org/job_lane_house.htm).

The Bedford Historical Society offers an annual lecture series on local history, presents historical

displays in various Town buildings, answers research requests from the public, and maintains in its Archives an extensive collection of Bedford artifacts, documents, photographs, and reference materials (www.bedfordmahistory.org).

Population and Housing

Bedford's 2018 population of 13,691 represents 5,837 households and 10,189 voters. In 2018 per capita income was \$65,852. In FY18 the median value of single family homes was \$674,300. Detailed demographic information is documented by the Massachusetts Department of Housing and Community Development.

Local Town Government

Bedford's Selectmen-Open Town Meeting form of government has been operative since 1729. Descriptions of elected and appointed offices, processes, regulations and codes are contained in detail in the Charter and General Bylaws. Elected officials, staff and many appointed citizen committees are vital in preparation, planning and delivery of Town government services. The Volunteer Coordinating Committee recruits volunteers for the appointed citizen participation committees. The Annual Town Election is on the second Saturday of March, with Annual Town Meeting beginning on the fourth Monday of March.

Business and Community Organizations, News Media

Some forty community groups with interests around arts, schools, social service, scouting, gardening, veterans and sports are active, with representation at a town wide parade and fair on Bedford Day, celebrated the third Saturday in September. The Town's strong business community has a Chamber of Commerce with 150 members ranging from local professional firms to large corporations with global headquarters in Bedford. Hanscom Air Force Base has played an important part in the strength of the Bedford economy.

Local news is covered in the weekly Bedford Minuteman newspaper, on local cable television, and online at (www.thebedfordcitizen.org).

2017 ANNUAL TOWN REPORT

TABLE OF CONTENTS

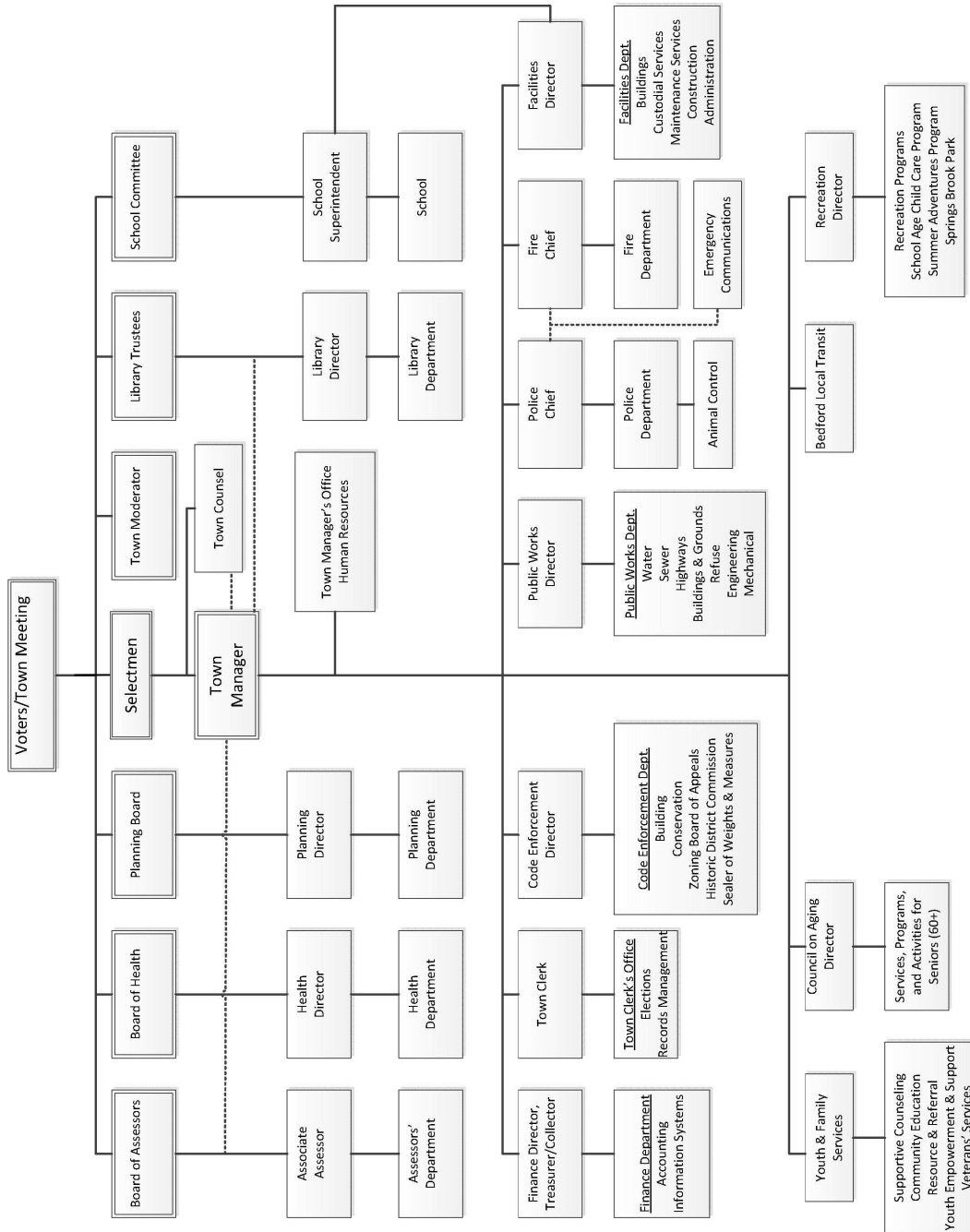
Town Organization Chart	3	BEDFORD FREE PUBLIC LIBRARY	136
Town Directory	4		
Our Town	5	CULTURAL AND HISTORIC ACTIVITIES	
Elected Officials	6	Cultural Council	141
Appointed Committees	6	Historic District Commission	142
		Historic Preservation Commission	143
SELECTMEN	10	Town Historian	145
FINANCIAL SERVICES		OTHER CITIZEN COMMITTEES	
Board of Assessors	12	Arbor Resources	146
Finance Department	15	Bedford Housing Authority	148
2016 Financial Reports	22	Bedford Housing Partnership	150
PUBLIC SAFETY		Bicycle Advisory Committee	154
Fire Department	61	Cable Television Committee	156
Police Department	63	Community Preservation Committee	157
PERMITTING AND LAND MANAGEMENT		Depot Park Advisory Committee	160
Code Enforcement	69	Land Acquisition Committee	161
Planning Board	71	Municipal Affordable Housing Trust	162
Zoning Board of Appeals	77	Patriotic Holiday Committee	163
Conservation Commission	77	Town Center/Old Town Hall	165
HUMAN SERVICES		Transportation Advisory Committee	168
Board of Health	81	Volunteer Coordinating Committee	171
Council on Aging	86	TOWN CLERK AND ELECTIONS	
Recreation Department	96	Board of Registrars	173
Youth and Family Services	99	Town Clerk	174
DEPARTMENT OF PUBLIC WORKS	106	Elections	178
FACILITIES DEPARTMENT	112	LEGISLATIVE	
EDUCATION		Special Town Meeting- 11/6/17	179
Bedford Public Schools	115	Annual Town Caucus- 1/9/18	204
Shawsheen Valley Technical School	131	Annual Town Meeting- 3/26/18	207
		VOLUNTEER QUESTIONNAIRE	262

Cover designed by Bedford resident Jean Hammond.

*Flag over Water photo courtesy of
Bedford resident Robert Dorer.*

Bridge Sign photo courtesy of Julie Turner (Bedford Citizen).

Town of Bedford Organization Chart



TOWN OF BEDFORD DIRECTORY

<u>TOWN DEPARTMENTS & SERVICES</u>		
Bedford Community Access TV	16 South Road	781-275-5004
Bedford Public Library	7 Mudge Way	781-275-9440
Bedford Public Schools	97 McMahon Road	781-275-7588
Superintendent	97 McMahon Road	781-275-7588
Assistant Superintendent	97 McMahon Road	781-275-2155
Bedford High School	9 Mudge Way	781-275-1700
Eleazer Davis Elementary School	410 Davis Road	781-275-6804
Job Lane Elementary School	62 Sweetwater Ave.	781-275-7606
John Glenn Middle School	99 McMahon Road	781-275-3201
Facilities Department	101 McMahon Road	781-275-5290
Fire Department - Non-Emergency	55 Great Road	781-275-7262
Fire Department - Emergency		911
Police Department - Non-Emergency	2 Mudge Way	781-275-1212
Police Department - Emergency		911
Public Works Department	314 Great Road	781-275-7605
Town Center	12 Mudge Way	781-275-4880
Bedford Local Transit	12 Mudge Way	781-275-2255
Council on Aging	12 Mudge Way	781-275-6825
Health Department	12 Mudge Way	781-275-6507
Recreation Department	12 Mudge Way	781-275-1392
Town Center Coordinator	12 Mudge Way	781-275-4880
Veterans' Services	12 Mudge Way	781-275-1328
Youth & Family Services	12 Mudge Way	781-275-7727
Town Hall	10 Mudge Way	781-275-1111
Assessors	10 Mudge Way	781-275-0046
Code Enforcement	10 Mudge Way	781-275-7446
Collector's Office	10 Mudge Way	781-275-1517
Conservation Commission	10 Mudge Way	781-275-6211
Finance Department	10 Mudge Way	781-275-2218
Human Resources	10 Mudge Way	781-275-1111
Planning Board	10 Mudge Way	781-275-1548
Town Clerk	10 Mudge Way	781-275-0083
Town Manager	10 Mudge Way	781-275-1111

OUR TOWN

Situation

About 15 miles northwest of Boston
Middlesex County

Population

13,691

Elevation

Highest- 280 feet above sea level
Lowest- 110 feet above sea level

Assessed Valuation for FY18

Total Assessed Value- \$3,685,839,501.00

FY18 Tax Rates

Residential- \$13.74
Commercial/Industrial & Personal Property
\$30.38

FY18 Water Rates

Water Base Rate Minimum Bill- \$17.50
0-2000 cubic feet = \$1.50/100 CF
Over 2,000 cubic feet = \$7.40/100 CF

FY18 Sewer Rates

Sewer Base Rate Minimum Bill- \$22.50
0-2000 cubic feet = \$3.60/100 CF
Over 2000 cubic feet = \$12.90/100 CF

Website

www.bedfordma.gov

Type of Government

Selectmen
Open Town Meeting

Senators in Congress

Elizabeth Warren, 617- 565-3170
Edward Markey, 617-565-8519

Representative in Congress

Seth Moulton (6th District),
978-531-1669

State Senator

Michael Barrett (3rd Middlesex District),
617-722-1572

Member of Governor's Council

Marilyn Petitto Devaney (3rd Middlesex District),
617-725-4015

Representative in General Court

Kenneth Gordon (21st Middlesex District),
617-722-2014



Qualifications for Registration as Voters

Mail-in forms are available upon request. A copy of your identification is required. Must be 18 years of age, American-born or fully naturalized. Registration Monday through Friday, 8:00 a.m. to 4:00 p.m. in the Town Clerk's Office; special evening sessions of Registrars held preceding elections at the Police Station. Absentee voting permitted in all elections.

Dog Licenses

A dog should be licensed when three months old. Registrations held June 1 through August 31 with the Town Clerk. License fees: \$15/1 year; \$18/2 years; \$25/3 years. All licenses expire August 31. After August 31, a \$5.00 fine is due up to thirty days. After thirty days, a \$25.00 fine is due.

Tax Bills

Tax bills are paid quarterly. The first two quarters are preliminary bills and are based on the previous year's bill. The first quarter is due on August 1, the second quarter is due on November 1, the third quarter is due on February 1, and the fourth quarter is due on May 1. If unpaid by due date, interest will be calculated from the due date to date of payment. Motor vehicle excise bills are due 30 days from date of issuance, as well as water bills. Interest and demand charges will be assessed if bills are past due. Online payments can be made at: www.bedfordma.gov.

Board of Health

Cases or suspect cases of communicable or infectious diseases shall be reported by household members, physicians, and other health care providers as defined by M.G.L. Ch. 111, Sec. 1, by telephone, in writing, by facsimile, or other electronic means, immediately, but in no case more than 24 hours after diagnosis or identification, to the Board of Health in the community where the case is diagnosed or suspect case is identified. The local Board of Health's responsibility, upon receipt of such a report, is set forth in Massachusetts Regulations 105 CMR 300.110 and 300. The telephone number for the Board of Health is 781-275-6507.

ELECTED OFFICIALS

<u>Bedford Housing Authority</u>		<u>Moderator</u>		<u>Selectmen</u>	
Lauren Crews	2019	Catherine B. Cordes	2019	Margot R. Fleischman	2018
William Moonan (Appt)	2019			Caroline Fedele	2019
Lewis M. Putney	2021	<u>Planning Board</u>		William S. Moonan	2019
Jane Puffer	2022	Jeffrey M. Cohen	2018	Michael A. Rosenberg	2020
Elias Krisberg	2023	Shawn Hanegan	2019	Edward Pierce	2020
		Amy Faith Lloyd	2019		
		Jacinda Barbehenn	2020	<u>Bedford Library Trustees</u>	
<u>Board of Assessors</u>		Timothy Gray	2020	Michael Pulizzi	2018
Ronald M. Cordes	2018			Robert L. Batt	2018
Robert B. Murphy	2019	<u>Regional Voc. School District</u>		Elizabeth Hacala	2019
Zoe Pierce	2020	Glenn McIntyre	2018	Emily Mitchell	2019
		Donald Drouin	2019	Abigail A. Hafer	2019
				Rachel Field	2020
				Robin Grace Silbert	2020
<u>Board of Health</u>		<u>School Committee</u>			
Sarah B. Thompson	2018	Daniel Brosgol	2018		
Anita Raj	2018	Joann Santiago	2019		
Beatrice A. Brunkhorst	2019	Michael E. McAllister	2019		
Mary Seymour	2020	Ann E. Guay	2020		
Anne Kiessling	2020	Sarah Scoville	2020		
Margot Fleischman (Sel)					
Amy Faith Lloyd (PB)					

APPOINTED COMMITTEES - JULY 1, 2017 - JUNE 30, 2018

<u>Arbor Resources (Ad Hoc)</u>		<u>Bicycle Advisory</u>		<u>Capital Expenditure</u>	
Melinda Chamberlain	2018	Brian O'Donnell	2018	John Carbone	2018
Dietrich		Terry Gleason	2018	Antonio Battaglia	2018
Ruth Robinson	2018	Jan van Steenwijk	2018	Barbara Perry	2019
Kenneth Prescott	2018	David Enos	2019	Brian E. Bartkus	2019
James Hudzik	2018	Mark Bailey	2019	JoAnn Santiago	2019
Jacqueline Edwards	2018	Peter Weichman	2020	Maryellen Carter	2020
David Churella	2018	Craig Jackson	2020	Eric Dahlberg	2020
Michael Rosenberg		Amy Lloyd		Steve Steele	
Dennis Freeman		Edward Pierce (Sel)		William S. Moonan	
Sandra Hackman					
<u>Bedford Housing Partnership</u>		<u>Cable Television Advisory</u>		<u>Community Gardens Task Force (ad hoc)</u>	
Ellis Kriesberg	2018	Ralph Hammond	2018	Michael Rosenberg	2018
Katherine Moskos	2018	Stephen Kerwin	2020	Lori Eggert	2018
Jean Hammond	2018	James Shea	2020	Richard Daugherty	2018
Irma Carter	2019	William Moonan (Sel)		Donald Marshall	2018
Jane Puffer	2019			Frank Richichi	2018
Shawn Hanegan	2019			Robert Webber	2018
Alice Sun	2020			Tim Gray	2018
Christina Wilgren	2020				
Kris Washington	2020				
Michael Rosenberg					

APPOINTED COMMITTEES

<u>Community Preservation</u>		<u>Depot Park Advisory (Ad Hoc)</u>		<u>Finance Committee</u>	
Maggie Debbie	2018	Steven Hagan	2018	David Powell	2018
Lauren Crews	2018	James Shea	2018	Karen Dunn	2018
Shawn Hanegan	2018	Joseph Piantedosi	2018	Stephen C. Carluccio	2018
Steven Hagan	2019	David Manugian (DPW Director)		Elizabeth McClung	2019
Donald Corey	2019	Richard T. Reed TM		Thomas Busa	2019
Margot Fleischman	2019	William Moonan (Sel)		Benjamin Thomas	2019
Christina Wilgren	2020			Erica Liu	2020
Robin Steele	2020			Stephen D. Steele	2020
George Little	2020			Paul Mortenson	2020
<u>Conservation Commission</u>		<u>Dog Park Task Force (Ad Hoc)</u>		<u>Fiscal Planning</u>	
Steven Hagan	2018	Karen Fallon	2018	Zoe Pierce (Assessors)	2018
Allan Wirth	2018	Lisa Gedaminsky	2018	Anita Raj (BOH)	2018
Joseph Guardino	2018	Daniel Hurwitz	2018	Antonio Battaglia (CapEx)	2018
Tim Gray (Res. 5/18)	2019	Stacey Katz	2018	Elizabeth McClung (Fin)	2018
Lori Eggert	2019	Dexter Lawson	2018	Ben Thomas (Fin)	2018
Neil McKenna	2020	Lynn Orav	2018	Robert Batt (Library)	2018
John Britton	2020	Karen Sturzenacker	2018	Michael McAllister (School)	2018
Edward Pierce (Sel)		Laurie Walsh	2018	Daniel Brosgol (Sch. Comm)	2018
		Angela Winter	2018	William Moonan (Sel)	2018
		Caroline Fedele (Sel)	2018	Margot Fleischman (Sel)	2018
		Edward Pierce (Sel)	2018	Jonathan Sills (School Supt.)	2018
<u>Constables</u>		<u>Energy Task Force (Ad Hoc)</u>		David Coelho (Sch, Bus. Mgr.)	2018
Sheila Howard	2019	Daniel Bostwick	2018	Richard T. Reed (TM)	2018
Anthony J. Saia	2019	Michael Donnell	2018	Victor Garofalo (Fin. Dir.)	2018
Joseph Topol	2019	Brendan Welch	2018		
<u>Council on Aging</u>		Alex Deng	2018	<u>Historic District Commission</u>	
Emily Pruyne	2018	Suzy Enos	2018	<u>Full Members</u>	
Sandra Hackman	2018	Christine Rabinowitz	2018	Karen Kalil-Brown	2018
Allan E. Morgan	2018	Margot Fleischman	2018	Alan Long	2019
Roberta Ennis	2019	Taissir Alani		Salvatore Canciello	2019
Richard Rosen	2019	Amy Lloyd		Kevin Latady	2019
Lewis Putney	2019			William Moonan, Chair	2020
Gene Kalb	2020	<u>Fawn Lake (ad hoc)</u>		<u>Alternate Members</u>	
Rosemary M. Dyer	2020	Michael Barbehenn	2018	Karl Winkler	2018
William Moonan (Sel)		Linda Oustinow	2018		
		Bill Simons	2018	<u>Historic Preservation</u>	
		John Zupkus	2018	Daniel Silverman	2018
<u>Cultural Council</u>		Elizabeth Cowles	2018	Katherine Blakeslee Shutkin	2019
Rebecca Hazelton	2020	Robert "Schorr" Berman	2018	Donald Corey	2019
Christine Wojnar	2020	Allan Wirth (CC)	2018	Ann Seamans	2020
George Epple	2018	Sharon McDonald (HPC)	2018	John Linz	2020
Kelley Dadah	2018	Margot Fleischman (Sell)	2018	Richard LeSchack	2020
Charles Lipson	2018			Michael Rosenberg	
Judith G. Mabry	2019				
Gyasi Burks-Abbott	2019				
Elain Grace	2019				
Caroline Fedele					

Land Acquisition (Ad Hoc) Registrars of Voters Youth and Family Services

William G. Speciale	2018
Donald Cullis	2018
Daniel Puffer	2018
Tim Gray	2018
Richard Torti	2018
Neil McKenna	2018
Caroline Fedele	2018

Doreen Tremblay (Town Clerk)	
James W. Martin	2018
Diane Cameron	2019
Anita Feld	2020

Alison L. Malkin	2018
Thomas Pinney	2018
Amy Hamilton	2018
Caroline Fedeale	2019
Caroline Donnelly	2019
Marcia Morgan	2020
Peter Ricci	2020
Dan Brosgol	2020

Richard T. Reed (TM)	2018
Michael Rosenberg (Sel)	2018
Irma Carter	2018
Mark Siegenthaler	2018
Edward Pierce	2019
Alice Sun	2019
Christina Wilgren	2019

Michael Barbehenn	2018
Paul Marcus	2018
Christopher Kovalchick	2018
Mark Levine	2018
Harold R. Ward	2018
Daniel Hurwitz	2018
Clem Larson	2018

Full Members

Todd A. Crowley	2018
Angelo Colasante	2019
Carol Amick	2019
Michelle Puntillo	2020
R. Jeffrey Dearing	2020

Gerald Hartmann	2018
John Monahan	2018
Joseph R. Piantedosi	2018
Oscar S. DePriest IV	2018
Paul A. Purchia	2018
James Burton	2018
Vincent A. Fay, Jr.	2018
Roberta M. Ennis	2018
Jon O'Connor	2018
Michael Rosenberg	

Town Manager Search

Betsey Anderson	2018
Anne Bickford	2018
James Mabry	2018
Emily Prince	2018
Maureen Valente	2018
Margot Fleischman	
William Moonan	

Associate Members

Robert Kalantari	2018
Kay Hamilton	2019
John D. Hadden	2019
Margot Fleischman	

**Eastern Middlesex Mosquito
Control Commission**

John Zupkus

Patricia Leiby	2018
Joanna Nickerson	2018
Walter St. Onge	2018

Recreation Commission

Michael O'Donnell	2018
Ronald Richter	2019
Robin Steele	2019
Julie Halloran	2020
Virendar Kaushik	2020
Jeffery Cohen (PB)	
Caroline Fedele (Sel)	
Tom Busa (Fincom)	

Transportation Advisory
(Ad Hoc)

Jacinda Barbehenn	2018
Casey Ackerman	2018
Margot Fleischman	2018
Stacy Chandler	2019
Soraya Stevens	2019
Scot Shaw	2020
Peter Bernhardt	2020

Volunteer Coordinating

Joseph Piantedosi	2018
Angelo Colao	2018
Patricia Carluccio	2019
Jennifer Kelley	2020
Caroline Fedele (Sel)	

Election Officers

Joan-Marie L. Freni
Michelle Ferland
Peter Donahue
Lucille C. Bean
Barbara Kupfrian
Lois Chase
Marion Connarton
Jean M. Harrison
Tristan Calhoun
Rosemary M. Dyer
Robert A. McClatchey
Joan B. Larsen
John G. Clark
Kelly J. Craven
Toni Engley
Gloria B. Moll
Susan McDonough
Patricia N. Leiby
Robert A. Vernon

APPOINTED COMMITTEES

Election Officers (cont.)

Anita Raffa
 Shana Grossman
 A. Richard LeSchack
 Patricia Crew
 Sandra Alexander
 G. Kenneth Clayton
 Nancy Daugherty
 Emidio L. DiClemente
 Cynthia M. Donahue
 Nancy Forrest
 Jane Gallagher-Reid
 Elinor Gonzales
 Clive Adrian Grainger
 Carolyn Hardy
 Kathryn E. Jarvis
 Deborah L. Larsen
 Richard E. Leary
 Fatima Lomot
 Kathleen Masci
 Joe Mendousa
 Mary Quinn Mendousa
 Barbara C. O'Neil
 Emily M. Pruyne
 Constance C. Pespisa
 Susan E. Swanson
 Elizabeth Salzer
 Janet Schimelfenyg
 Rita A. Sullivan
 Mary Ellen Turner
 Lee E. Vorderer

Hanscom Field Advisory Committee

Edward Pierce	2019
Michael Rosenberg	2020

HATS

Jacinda Barbehenn	2019
Michael Rosenberg	2020

Metropolitan Area Planning Council

Sandra Hackman	2019
Margot Fleischman (Sel)	2019

MBTA District Representative

Margot Fleischman	2018
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Town Manager

Richard T. Reed

Assistant Town Manager

Michael Rosen

Town Counsel

David DeLuca	2018
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Town Historian

Sharon McDonald	2018
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Tree Warden

Dennis Freeman

Veteran's Grave's Officer

Paul Purchia	2017
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Veteran's Officer

William Linnehan

SuAsCo River Stewardship Council

Joseph Piantedosi
 Ralph Hammond

SELECTMEN

PURPOSE

The Selectmen are the executive branch of Bedford's Town government and oversee all municipal departments and offices that serve under the leadership of retiring Town Manager Richard Reed. These include: Bedford Local Transit, Code Enforcement, Council on Aging, Facilities (shared management with the School Department), Finance, Fire, Police, Public Works, Recreation, Town Clerk, and Youth & Family Services. These departments and offices are staffed by 149 full-time employees that are funded through the General Fund. There are also 25 part-time employees; their hours are equivalent to 8.73 full-time positions (these totals exclude employees who are hired by the Recreation Department, the majority of whom are seasonal workers and are paid through a revolving fund).

FY18 HIGHLIGHTS

Awards and Recognitions

Bedford was recognized as a "Housing Hero" by the Massachusetts Housing Partnership. Previous work on the Bedford Village Expiring Use project and the former Coast Guard site redevelopment, as well as the upcoming Housing Strategic Study initiative, ensures that Bedford remain a leading community for affordable housing in the State of Massachusetts.

Coast Guard Housing/Pine Hill Crossing

The Town, partnering with TR Advisors, LLC, has moved into the second phase of the redevelopment of this site into a small-scale neighborhood of 29 "cottage style" homes, including 4 affordable units. The zoning for the overlay district for the site passed at Annual Town Meeting 2018.

Transportation Initiatives

A contract extension was awarded to TransAction Corporate Shuttles of Woburn, MA for the second year of operation of the

Town's pilot program for expanded local transit services, known as The DASH. This on-demand service complements the existing BLT (Bedford Local Transit) operations, providing service later in the afternoon and to neighboring towns in order to meet the transportation needs of broad range of residents, including seniors, persons with disabilities, and school-aged youth. The Town has also begun discussions with Burlington and Lexington about a tri-town transportation study to mutually enhance and consolidate services in all three communities.

Economic Development

The Economic Development Director worked with the Department of Public Works and consultant, Toole Associates, to complete a wayfinding plan for the Minuteman Bikeway and surrounding area. The wayfinding plan was completed with funding provided by the Community Preservation Act, and approved by the Selectmen. The signage includes distance information for residents and visitors on nearby cultural, educational, shopping and dining destinations in Bedford.

The Economic Development Director completed an analysis of hotel alcohol policies in communities similar to Bedford, and prepared recommendations on revisions to the Town Policy to better address hotel restaurants. The Selectmen approved the recommended revisions to the Alcohol Policy in April 2018.

The Town of Bedford collaborated with the Middlesex 3 Coalition to host two regional business events in Bedford at Instrumentation Labs on February 8, 2018 and at National Development's the Crosby Center on June 20, 2018. The events were well-attended by representatives from area businesses, higher educational institutions, and municipalities. The Town Manager and Economic Development Director presented the Town of

SELECTMEN

Bedford's achievements and priorities in Economic Development and Transportation. The Selectmen elected to participate in the Metropolitan Area Planning Council (MAPC) dockless bikeshare program with 14 other MAPC communities. Implementation of the program was planned for Summer 2018.

Transparency and Engagement

The Selectmen strongly encourage all residents to learn more about the activities of Town government by visiting the Town of Bedford webpage, www.bedfordma.gov, where agendas and minutes for all town boards and committees are available to view or download. E-alerts also allow anyone to receive agendas and minutes via email by subscribing to the boards or committees of their choosing at www.bedfordma.gov/subscribe. With the exception of Executive Sessions, all meetings of town boards and committees are open, and the public is welcome to attend.

Primary budgetary and financial documents as well as the link to the Virtual Budget may be found on the Budget and Financial webpage, www.bedfordma.gov/finance/pages/budget-and-financial-information.

The Town also maintains a social media presence. To find the Town on Facebook, go to www.facebook.com/BedfordMA or enter "Town of Bedford, MA" into the Facebook search engine. Follow the Town of Bedford on Twitter @BedfordMAGov.

The Selectmen welcome input on any issue of concern. Questions and comments can be emailed directly from the Selectmen's webpage, www.bedfordma.gov/selectmen. While on that page, to send an email to an individual Selectman, simply click their name; to contact all the Selectmen, click on "Board of Selectmen" at the bottom of the page. Letters may also be mailed to the Selectmen care of the Town Manager's office in Town Hall, 10 Mudge Way, Bedford MA 01730.

In conclusion, the Town of Bedford benefits tremendously from the skills and talents of the over 150 citizen-volunteers who serve on boards, committees, commissions and task forces. The Selectmen extend their sincere thanks to all the volunteers and staff who work tirelessly throughout the year to make Bedford a wonderful community in which to live and conduct business.

FINANCIAL SERVICES

Board of Assessors

R. Bruce Murphy, *Chair*
Ronald M. Cordes, *Clerk*
Zoe Pierce, *Member*

PURPOSE

Governed by provisions found mostly in Chapter 59 of the Massachusetts General Laws, the elected three-member Board of Assessors is obligated each year to appraise all real and personal property within the Town at its full and fair value as of January 1, for the purpose of *ad valorem* taxation. Accordingly, the assessors and their staff develop and maintain extensive records to catalogue and appraise all property within the Town. As a result, the Assessing Department must:

- Maintain legal, physical, and sales data for each property and continuously verify and update the property records to maintain the integrity of the data.
- Verify all property sales to identify the conditions of the sale and the characteristics of the property at the time of the sale, and analyze the sales data to quantify market trends.
- Discover and analyze such local and regional economic data as the cost of land acquisition, development, and construction, as well as the prevailing commercial/industrial market rents, vacancy rates, and landlord/tenant expenses.
- Monitor all building permits, subdivisions, condominium conversions, and zoning changes.
- Conduct a cyclical re-inspection program to ensure that each property is periodically re-inspected so that data quality is constantly monitored and maintained.
- Maintain accurate tax maps and coordinate their digital integration with

the parcel-based data.

- Inventory and value all items of taxable personal property within the town.
- Implement effective mass appraisal methodologies to determine property value and apply the methodologies consistently and uniformly throughout the town.

The legislature allows communities to set multiple tax rates through the process of classification. The responsibility for establishing separate tax rates for the residential, open space, and commercial/industrial/personal property classes lies not with the assessors, however, but with the Selectmen. This decision is made at the annual classification (public) hearing, at which the Board of Assessors provides data demonstrating the effect of various classification scenarios on the tax rates and distribution of the tax burden among the property classes.

The management of abatements and appeals is also a large part of the work performed by the assessors to ensure fairness and equity in the property valuations. In FY 2018, 61 real and personal property abatement applications were filed by tax-payers and were acted upon by the assessors. The assessors are responsible for granting real estate exemptions and CPA surcharge exemptions. The Assessing Department also administers the motor vehicle excise tax, a significant source of revenue for the Town.

EMPLOYEE STATISTICS

Full-time employees: 3
Part-time employees: 1

FINANCIAL SERVICES

Board of Assessors

FY18 HIGHLIGHTS

Fiscal Year 2018 was a revaluation year for Bedford. The Massachusetts Department of Revenue (DOR) Bureau of Local Assessment periodically conducts a detailed analysis of the data quality and methodologies used by the Assessing Department in order to ensure that values in Bedford have been assigned fairly and equitably. While values are updated annually and require DOR approval every year, certification years provide a much more in-depth review. In 2016 the Massachusetts Legislature passed, and Governor Baker signed, Bill H.4565, An Act modernizing municipal finance and government. One of the provisions of the new law was to change the frequency of the DOR review from a triennial evaluation to a quinquennial evaluation. Given the new schedule, Bedford's next DOR review is scheduled for FY2023.

Property Inspections are an important tool for maintaining accurate property values. The Department of Revenue requires that the entire property inventory of a community be inspected on a nine-year cycle. Completion of a building permit will trigger a property inspection, as will a property sale. In 2018 Bedford met its inspection requirements. The Assessors' staff again conducted approximately 2,000 inspections and reviews in 2018. Over 560 of these inspections were related to building permits and sales.

Bedford's Town Meeting has consistently voted to approve the Town's participation in the local option tax exemption programs authorized by the Legislature. These

exemptions are offered to the elderly, veterans, the families of veterans, and property owners who suffer a variety of disabilities. Some of these exemptions are means tested; all require some form of verification. In 2018 the Assessing staff verified 223 exemption requests and recommended of 219 exemption requests totaling \$117,120.60, to the Board of Assessors for approval.

Dedicated and competent office staff makes the functioning of the Assessing Department possible on a daily basis. Our staff includes Mary Morris, Administrative Assistant; Susan Macaluso, Field Data Collector; and Cheryl Draper Part time Administrative Assistant. Everyone is working hard to provide excellent customer assistance and to maintain the high integrity of our database.

FY19 PROJECTIONS

The Assessing Department will continue to conduct a detailed analysis of the data quality and methodologies used in order to ensure that values in the Town have been assigned fairly and equitably. The Assessing Department will continue with on-going inspections of all real estate and personal property accounts, administration of real estate tax exemptions and motor vehicle abatements, and general service to the public for all assessment-related matters. Based on the success of the previous year the Board has determined that an annual inventory of all Personal Property will continue.

FINANCIAL SERVICES

Board of Assessors

FY16 - FY18 DATA COMPARISONS

Valuation by Class	FY 16	FY 17	FY 18
Residential	\$ 2,515,184,292	\$ 2,729,119,905	\$2,888,274,202
Open Space	\$ 1,504,000	\$ 0	\$0
Commercial	\$ 264,055,021	\$ 332,255,720	\$427,520,199
Industrial	\$ 301,559,214	\$ 255,814,200	\$255,132,400
Personal Property	\$ 112,390,400	\$ 107,305,000	\$118,912,700
Total Valuation	\$ 3,194,692,927	\$ 3,424,494,825	\$3,685,839,501

	FY 16	FY 17	FY 18
Property Tax Abatement Applications	40	25	61

Tax rates per \$1,000 of Assessed Value	FY 16	FY 17	FY 18
Residential	\$ 15.28	\$ 14.81	\$13.74
Open Space	\$ 11.47	\$ 0	-----
Commercial/Industrial/Personal Property	\$33.50	\$ 32.04	\$30.38

Betterments and Liens	FY 16	FY 17	FY 18
Sewer with committed interest	\$ 600	\$ 600	\$600
Water Liens	\$ 79,405	\$ 85,256	\$80,659
Sewer Liens	\$ 97,198	\$ 96,965	\$99,298
Total Betterments and Liens	\$ 177,203	\$ 182,821	\$180,557
Motor Vehicle Excise Tax Committed	\$ 2,400,947	\$ 2,445,841	\$2,498,295

	FY 16	FY 17	FY 18
Total Property Taxes	\$61,162,422	\$62,698,078	\$63,981,481

FINANCIAL SERVICES

Finance Department

Victor Garofalo,
Finance Director, Treasurer & Collector

PURPOSE

The Finance/Administrative Services Department has organizational responsibilities for the following functions:

- Accounts payable for all departments
- Preparation of all Town and School payrolls
- Cash flow and investment management for all funds
- Debt budgeting, management, preparation, and coordination of municipal bond sales; make presentations to bond rating agencies
- Preparation and dispersal of all financial statements to federal and state agencies
- Ensure compliance with all Town, state, and federal financial regulations
- Coordination and assistance to independent auditors
- Benefits and worker's compensation management in conjunction with Human Resources
- General insurance and worker's compensation budgeting and management
- Financial management and forecasting
- Real estate and personal property tax billings and collections
- Motor vehicle billings and collections
- Water and sewer revenue collections and receiving other departmental revenue turnovers
- Coordination, planning, and maintenance of information system technologies and initiatives for Town departments
- Tracking and reporting of capital assets to ensure compliance with accounting

standards

- Tracking and reporting of all Community Preservation Fund activity
- General office supply purchasing for all Town departments
- Processing and monitoring Town department mail and mailing expenses
- Provide technical assistance to various Town boards and committees

EMPLOYEE STATISTICS

Full-Time: 9

Part-Time: 2

FY18 HIGHLIGHTS

For the Fourteenth consecutive year, the Finance Department is pleased to report that the Certificate of Achievement for Excellence in Financial Reporting (CAFR) was awarded to the Town by the Governmental Finance Officers Association of the United States and Canada (GFOA) for the Town Comprehensive Annual Financial Report for the fiscal year ending June 30, 2017.

Standard & Poor's affirmed our AAA rating, received in 2006. This rating is the absolute highest available and is an indication of the caliber of our credit. This ensures that we will receive the lowest possible interest rate whenever the Town has a bond sale. The Finance Department has also in the past been able to refinance some of its bonds, saving the Town over 3.6 million dollars over six years.

On an ongoing basis, throughout fiscal year 2018, the Finance/Administrative Services Department continued to implement, enhance, and expand operational efficiencies and services, both internally and throughout all Town departments. Some of these activities

FINANCIAL SERVICES

Finance Department

and accomplishments include:

- Continued refinement of all Governmental Accounting Standard Board (GASB) and Department of Revenue (DOR) financial reporting requirements, as well as the automation of many processes.
- Refinement of all the financial forecasting and modeling tools.
- Updated Online Visual Budget, and Financial/Budget Web Page.
- Continued to refine the Town internal report for Departments, Boards and Committees.
- We have one of the best commitment-to-collection ratios of real estate and personal property taxes of any community in Massachusetts by continuing to follow its internal collection procedures. Collections are at 99.9%.
- FY2018 Town Audit found the Town Financials in full compliance.
- Upgraded and enhanced the Six Year Capital Plan financing.
- Upgraded and enhanced the Community Preservation budgeting and 6 year plan.
- Closed books on a timely basis, as well as the Town audit and free cash being certified on a timely basis.
- Conducted Bond sale in May 2018.

FY18 Technology Projects

- Upgraded Town Center computer room.

- Continued upgrade of network per Townwide Communication Plan
- Installed data and access security software –Varonis & Aristotle
- Upgraded select application servers to Windows 2016.
- Incorporated a part time Network Engineer in the IT environment.
- Reviewed permitting software solutions.
- Implemented network monitoring software.

FY19 Technology Projects

- Obtain a grant from the State for permitting software.
- Install new storage array at Town Hall.
- Transition virtual environment to new physical servers.
- Integrate new firewalls and switches into IT fabric.
- Conduct cyber security awareness training.
- Implement an email backup system.
- Upgrade Police servers to Microsoft Server 2016.
- Implement data management program and policies.
- Test disaster recovery and continuity of IT systems.
- Implement new UB Billing System

FINANCIAL SERVICES

Finance Department



CliftonLarsonAllen LLP
CLAAconnect.com

Independent Auditors' Report

To the Honorable Selectmen
Town of Bedford, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Bedford, Massachusetts, as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the Town of Bedford, Massachusetts' basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

FINANCIAL SERVICES

Finance Department

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Bedford, Massachusetts, as of June 30, 2018 and the respective changes in financial position and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As described in Note 1 to the basic financial statements, during the fiscal year ended June 30, 2018, the Town adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefit Plans other than Pension Plans*. As a result, the Town reported a restatement for the change in accounting principle. Our auditors' opinion was not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, general fund and community preservation fund budgetary comparisons and certain pension and other postemployment benefits information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Town of Bedford, Massachusetts' basic financial statements. The introductory section, combining statements and statistical section are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining statements are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining statements are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

FINANCIAL SERVICES

Finance Department

The introductory and statistical sections have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated OPEN DATE on our consideration of the Town of Bedford, Massachusetts' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Bedford, Massachusetts' internal control over financial reporting and compliance.

CliftonLarsonAllen LLP
Boston, MA
OPEN DATE

FINANCIAL SERVICES



Government Finance Officers Association

Certificate of Achievement for Excellence in Financial Reporting

Presented to

**Town of Bedford
Massachusetts**

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

June 30, 2017

Christopher P. Morill

Executive Director/CEO

FINANCIAL SERVICES



GOVERNMENT FINANCE OFFICERS ASSOCIATION

NEWS RELEASE

FOR IMMEDIATE RELEASE

05/17/2018

For more information contact:
Michele Mark Levine, Director/TSC
Phone: (312) 977-9700
Fax: (312) 977-4806
E-mail: mlevine@gfoa.org

(Chicago, Illinois)--The Certificate of Achievement for Excellence in Financial Reporting has been awarded to **Town of Bedford** by Government Finance Officers Association of the United States and Canada (GFOA) for its comprehensive annual financial report (CAFR). The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

An Award of Financial Reporting Achievement has been awarded to the individual(s) or department designated by the government as primarily responsible for preparing the award-winning CAFR.

The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

Government Finance Officers Association is a major professional association servicing the needs of nearly 19,000 appointed and elected local, state, and provincial-level government officials and other finance practitioners. It provides top quality publications, training programs, services, and products designed to enhance the skills and performance of those responsible for government finance policy and management. The association is headquartered in Chicago, Illinois, with offices in Washington, D.C.

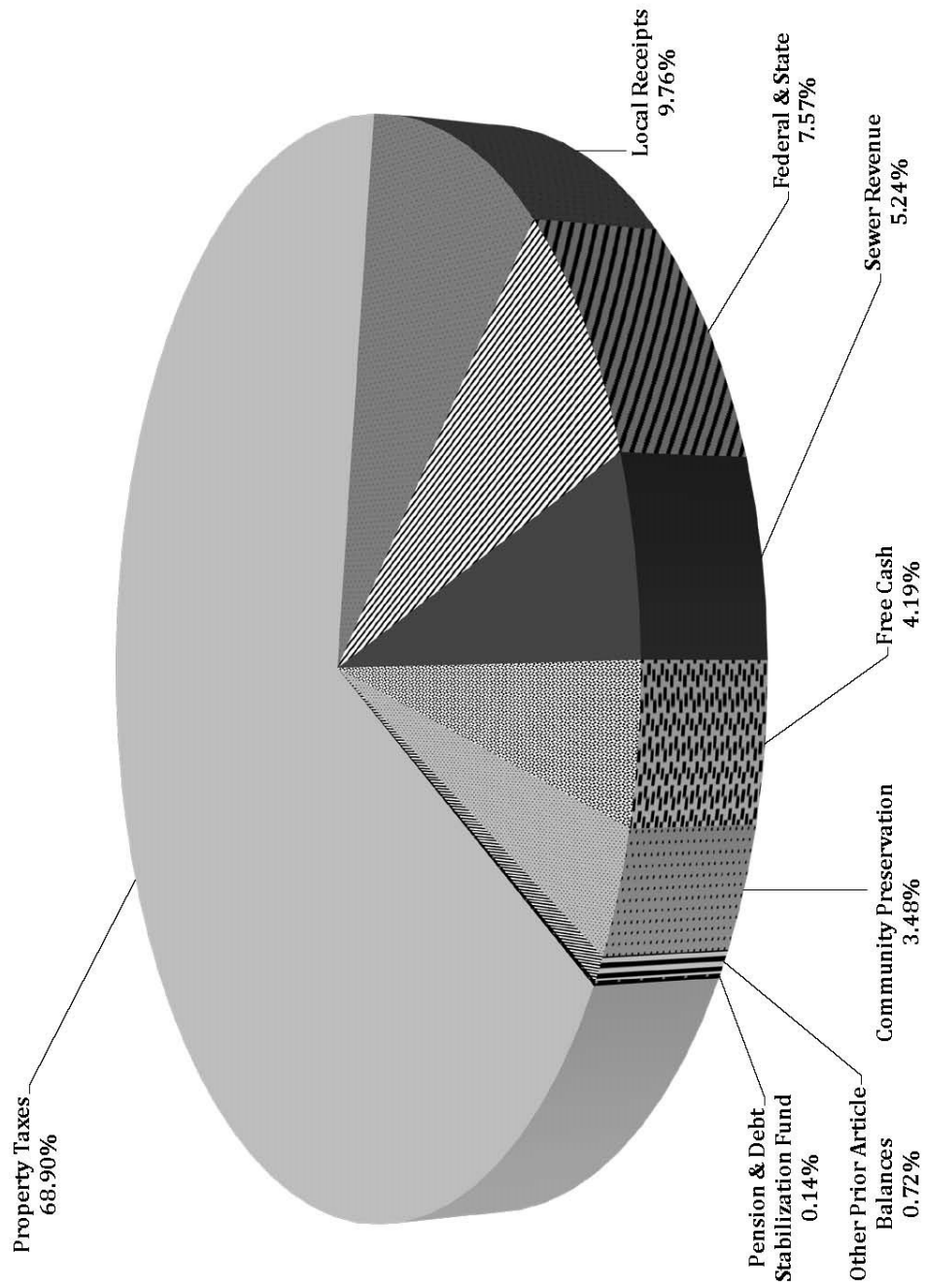
FINANCIAL SERVICES

Budgeted Revenue & Appropriations (Expenses) FY2017 & FY2018

<u>Revenues</u>	FY2017	% of Total	FY2018	% of Total	% Change
Maximum Amount of Tax Levy (Property Taxes)	\$ 66,167,031	70.0%	\$ 69,548,930	68.90%	5.11%
Local Receipts	9,562,676	10.1%	9,856,341	9.76%	3.07%
Federal & State	7,227,782	7.7%	7,639,503	7.57%	5.70%
Sewer Revenue	5,101,348	5.4%	5,290,315	5.24%	3.70%
Free Cash	3,000,000	3.2%	4,225,207	4.19%	40.84%
Community Preservation (CPA)	1,741,660	1.8%	3,509,597	3.48%	101.51%
Pension & Debt Stabilization Fund	162,386	0.2%	144,469	0.14%	-11.03%
Other & Prior Article Balances	1,496,192	1.6%	731,846	0.72%	-51.09%
Total Revenue	\$ 94,459,075		\$ 100,946,208		6.87%
<u>Appropriations (Expenses)</u>					
Schools (including Vocational Education)	\$ 38,235,703	42.0%	\$ 39,566,561	41.48%	3.48%
Selectmen Budgets	17,354,167	19.1%	17,383,287	18.23%	0.17%
Insurance & Benefits	11,199,216	12.3%	11,642,239	12.21%	3.96%
Principal & Interest (Includes CPA Bonds)	7,453,607	8.2%	7,730,821	8.11%	3.72%
Water & Sewer (MWRA)	5,290,916	5.8%	5,546,195	5.81%	4.82%
Utilities	1,785,000	2.0%	1,785,000	1.87%	0.00%
Independent Boards & Financial Committees	2,977,991	3.3%	3,031,682	3.18%	1.80%
Sub-Total (Operating Budget)	\$ 84,296,600		\$ 86,685,785		2.83%
Capital Article (Excludes bonding projects)	2,458,902	2.7%	2,697,403	2.83%	9.70%
Other Articles (Stabilization, OPEB, Sick, Misc.)	1,912,502	2.1%	1,884,797	1.98%	-1.45%
Abateements, Assessments, Snow Deficit & Other	1,331,359	1.5%	1,453,309	1.52%	9.16%
Community Preservation	990,759	1.1%	2,657,465	2.79%	168.23%
Total Appropriations (Expenses)	\$ 90,990,122		\$ 95,378,759		4.82%
Unused Levy Capacity	\$ 3,468,953		\$ 5,567,449		60.49%

FINANCIAL SERVICES

FY2018 Budgeted Revenues



FINANCIAL SERVICES

Collections and Unpaid Balances June 30, 2018

		Uncollected 6/30/2017	Commitments & Adjustments	Abatements & Adjustments	Adjusted Collectable	Transfer to Tax Title/Deferral	Collections	Refunds	Uncollected 6/30/2018
Real Property									
Real Estate	FY18	0	60,369,235	(112,359)	60,256,876	(28,791)	(60,345,824)	428,543	310,804
	FY17	233,871	0	(756)	233,115	(7,340)	(225,366)	0	409
	FY16	2,004	0	0	2,004	0	(2,004)	0	0
Personal Property	FY18	0	3,612,568	0	3,612,568	0	(3,763,062)	175,661	25,167
	FY17	7,283	0	(2,709)	4,574	0	(6,942)	2,879	511
	FY16	297	0	0	297	0	(64)	0	233
Motor Vehicle	FY18	0	2,250,686	(71,290)	2,179,396	0	(2,091,042)	15,944	104,298
	FY17	134,904	247,609	(38,844)	343,669	0	(328,531)	17,734	32,872
	FY16	28,983	0	(5,035)	23,948	0	(10,206)	2,419	16,161
	FY15	17,948	0	(1,094)	16,854	0	(1,626)	768	15,996
Prior Years Motor Vehicle		36,015	0	(10,586)	25,429	0	(1,658)	315	24,086
Total		461,305	66,480,098	(242,674)	66,698,729	(36,131)	(66,776,325)	644,263	530,537
FY18									
Water Lien Added to Tax		0	80,659	(380)	80,279	(1,341)	(78,434)	3,697	4,201
Sewer Lien Added to Tax		0	99,298	(608)	98,690	(2,066)	(82,921)	0	13,703
FY17									
Water Lien Added to Tax		3,008	0	0	3,008	0	(3,008)	0	0
Sewer Lien Added to Tax		4,523	0	0	4,523	0	(4,523)	0	0
Total		7,531	179,957	(988)	186,500	(3,407)	(168,886)	3,697	17,904
Water/Sewer Rates									
						Water/Sewer Liens			
Water		326,515	3,560,967	(77,320)	3,810,162	(53,216)	(3,393,052)	8,930	372,824
Sewer		542,119	4,866,625	(85,626)	5,323,118	(85,547)	(4,675,023)	8,445	570,993
Total		868,634	8,427,592	(162,946)	9,133,280	(138,763)	(8,068,075)	17,375	943,817

FINANCIAL SERVICES

Town of Bedford Combined Balance Sheet June 30, 2018							
	General Fund	Special Revenue	Capital Projects	Ambulance Enterprise Fund	Trust & Agency Funds	Long-Term Debt	Total
Assets							
Cash/Investments	26,621,298	14,283,960	2,674,945	198,379	21,268,635		65,047,216
Petty Cash	1,285						1,285
Receivables:							-
Real State & Personal Property Taxes	357,586						357,586
Excise	193,569						193,569
User Charges & Liens	385,248	674,805					1,060,052
Tax Liens	87,032						87,032
Departmental	(2,684)						(2,684)
Reserve for Uncollected Funds	562,126						562,126
Reserve for Abatements & Exemptions	(1,582,877)	(674,805)					(1,582,877)
Deferred Revenue							(674,805)
Bonds Payable						50,248,541	50,248,541
Total Assets	26,622,582	14,283,960	2,674,945	198,379	21,268,635	50,248,541	115,297,042
Liabilities							
Warrants Payable	6,740						6,740
Payroll Withholdings	2,425,119						2,425,119
Agency	232,595				387,719		620,314
Bonds Payable						50,248,541	50,248,541
Tailings	70,072						70,072
Total Liabilities	2,734,525	-	-	-	387,719	50,248,541	53,370,786
Fund Balance / Retained Earnings							
Reserve for Petty Cash	1,285						1,285
Reserve for Expenditures	5,950,000			59,771			6,009,771
Reserve for Tax Foreclose							-
Reserve for Encumbrances	5,427,371	2,495,904		9,739			7,933,014
Reserve for Appropriation Deficit	(383,657)						(383,657)
Reserve for Unexpended Trust					112,378		112,378
Reserve for Open Space		1,500					1,500
Reserve for Community Housing							-
Reserve for Historic Resources							-
Reserve for Recreation Land							-
Undesignated/Unrestricted	12,893,058	11,786,556	2,674,945	128,869	20,768,538		48,251,965
Total Fund Balance / Retained Earnings	23,888,057	14,283,960	2,674,945	198,379	20,880,916	-	61,926,257
Total Liabilities / Fund Balance	26,622,582	14,283,960	2,674,945	198,379	21,268,635	50,248,541	115,297,042

FINANCIAL SERVICES

Town of Bedford Special Revenue Funds Balance Sheet June 30, 2018								
Assets	School Lunch	Federal & State Grants	Gifts	Revolving	Cable TV	Sewer	Community Preservation	Total
Cash/Investments	216,185	2,254,793	450,385	1,312,092	308,717	6,995,683	2,746,104	14,283,960
Petty Cash								-
Receivables:								-
User Charges & Liens								-
Special Assessments						662,804	12,001	674,805
Payment of Notes								-
Reserve for Uncollected Receivables								-
Deferred Revenue						(662,804)	(12,001)	(674,805)
Total Assets	216,185	2,254,793	450,385	1,312,092	308,717	6,995,683	2,746,104	14,283,960
Liabilities								
Notes Payable - EANS								-
Warrants Payable								-
Deferred Revenue								-
Total Liabilities	-	-	-	-	-	-	-	-
Fund Balance / Retained Earnings								
Reserve for Petty Cash								-
Reserve for Expenditures								-
Reserve for Encumbrances							2,495,904	2,495,904
Reserve for Open Space							1,500	1,500
Reserve for Community Housing								-
Reserve for Historic Resources								-
Reserve for Recreation Land								-
Undesignated/Unrestricted	216,185	2,254,793	450,385	1,312,092	308,717	6,995,683	248,700	11,786,556
Total Fund Balance / Retained Earnings	216,185	2,254,793	450,385	1,312,092	308,717	6,995,683	2,746,104	14,283,960
Total Liabilities / Fund Balance	216,185	2,254,793	450,385	1,312,092	308,717	6,995,683	2,746,104	14,283,960

FINANCIAL SERVICES

Town of Bedford Capital Projects Balance Sheet June 30, 2018			
Assets		Liabilities	
Cash & Investments	2,674,945	Warrants Payable	-
Loans Authorized	17,876,503	Accounts Payable	-
Loans Authorized & Unissued	(17,876,503)	Total Liabilities	-
Total Assets	2,674,945	Fund Balance	
		Undesignated/Unrestricted	2,674,945
		Reserve for Expenditures	-
		Reserve for Encumbrances	-
		Total Fund Balance	2,674,945
		Total Liabilities & Fund Balance	2,674,945

Town of Bedford Ambulance Enterprise Fund Balance Sheet June 30, 2018			
Assets		Liabilities	
Cash & Investments	198,379	Warrants Payable	-
		Accounts Payable	-
		Total Liabilities	-
Total Assets	198,379	Fund Balance	
		Undesignated/Unrestricted	128,869
		Reserve for Expenditures	59,771
		Reserve for Encumbrances	9,739
		Total Fund Balance	198,379
		Total Liabilities & Fund Balance	198,379

FINANCIAL SERVICES

Assets		Liabilities	
Cash - Town Non-Major Trusts	5,296,450	Performance Bonds	387,719
Cash - Library Non-Major Trusts	774,763	Total Liabilities	387,719
Cash - Major Trst Funds	14,809,703		
Cash - Agency/Performance Bonds	387,719		
Total Assets	21,268,635		
		Fund Balance	
		Reserve for Unexpendable Trust:	
		Town Non-Major Trusts	54,040
		Library Non-Major Trusts	58,338
		Undesignated/Unrestricted:	
		Town Non-Major Trusts	5,242,410
		Library Non-Major Trusts	716,425
		General Stabilization	4,892,163
		Bond Premium Stabilization	386,801
		Health Claims Trust	-
		Other Post Employment Benefits	8,034,809
		Pension Trust	1,043,799
		Compensated Absences	452,131
		Total Fund Balance	20,880,916
		Total Liabilities & Fund Balance	21,268,635

Town of Bedford Long-Term Debt Balance Sheet June 30, 2018

Inside Debt Limit		Outside Debt Limit	
Sewer Bonds	4,997,640	Water Bonds	5,414,201
Other General Bonds	39,836,700	Sewer Bonds	
Total Inside Debt Limit	44,834,340	Total Outside Debt Limit	5,414,201
		Net Funded or Fixed Debt	50,248,541

<p style="text-align: center;">Town of Bedford Analysis of Cash Receipts - General Fund & Sewer Fund June 30, 2018</p>
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Taxes

Real Estate	60,158,916
Personal Property	3,591,527
Total Taxes	63,750,443

Tax Title

26,880

Motor Vehicle Excise

Previous Years	320,626
FY2018	2,075,200
Total Motor Vehicle Excise	2,395,826

Other Excise

Hotel/Motel	772,681
Meals Tax	358,124
Jet Fuel	203,854
Total Other Excise	1,334,660

Departmental Revenue

Selectmen - Bedford Local Transit	14,833
Selectmen	25,995
Finance Department	178,334
Code Enforcement	29,137
Board of Assessors	705
Town Clerk	31,467
Planning Board	1,965
Police Department	54,310
Fire Department	32,554
Department of Public Works	33,655
Department of Public Works - Tower Rental	208,763
Cemetery	25,160
Library	17,000
School Department	103,625
Total Departmental Revenue	757,503

Court Fines

42,996

Payment in Lieu of Taxes

1,621,826

Town of Bedford Analysis of Cash Receipts - General Fund & Sewer Fund June 30, 2018
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Licenses & Permits

Selectmen	61,100
Town Clerk	14,752
Police Department	3,275
Fire Department	42,015
Code Enforcement	980,395
Board of Health	30,682
Department of Public Works	17,135
Total Licenses & Permits	<u>1,149,354</u>

Earnings on Investment/Bond Premiums**412,525****Water**

Rates	3,363,862
Liens	77,743
Miscellaneous	80,386
Total Water	<u>3,521,990</u>

Miscellaneous**53,412****Intergovernmental**

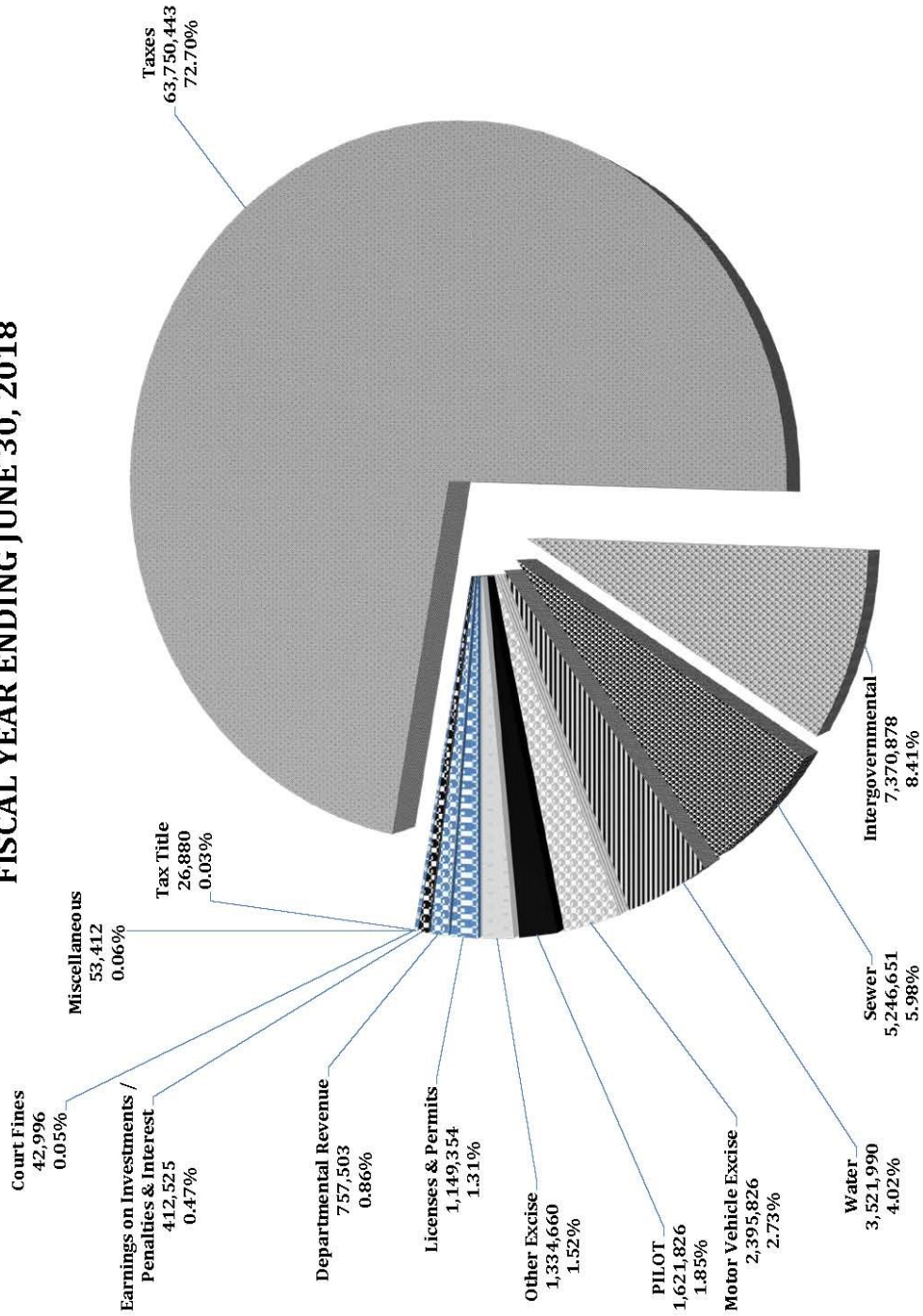
Medicaid/Special Needs	66,728
State Owned Land	765,371
Chapter 70	4,624,342
Local Aid	1,146,770
MSBA School Funding	537,251
Fish & Wildlife	23,918
Exemptions for Veterans, Blind, Surviving Spouse & Elderly	3,514
Veterans Benefits	202,984
Total Intergovernmental	<u>7,370,878</u>

Total Analysis of Cash Receipts - General Fund**82,438,292****Sewer Fund**

Rates	4,658,050
Liens	87,444
Hanscom	388,256
Miscellaneous	112,900

Total Analysis of Cash Receipts - Sewer Fund**5,246,651****Total Analysis of Cash Receipts All Funds****87,684,943**

ANALYSIS OF CASH RECEIPTS - GENERAL FUND & SEWER FUND **FISCAL YEAR ENDING JUNE 30, 2018**



Town of Bedford Appropriation Status Report - General Fund June 30, 2018								
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Closures	Purchase Order Encumbrance	Appropriation Carry Forward to FY2019	Unspent Appropriation Balance
General Government								
Selectmen / Town Manager								
Salaries		529,943.00	24,897.00	502,570.20				52,269.80
Office		2,400.00		2,400.00				-
Chairman		2,000.00		2,000.00				-
Clerk		4,800.00		4,800.00				-
Other		171,296.00	(27,343.00)	67,510.40		10,750.00	1,365.00	64,327.60
Expenditures				6,193.36				48,661.00
Prior Year Expenditures	54,854.36							
Finance Department								
Salaries		683,537.00	24,191.00	677,640.36		4,500.00		25,587.64
Expenditures		889,379.00	(540,000.00)	292,009.91		56,906.13	182.94	280.02
Prior Year Expenditures	102,212.39			79,043.70		21,385.64		1,783.05
Finance Committee								
Expenditures		1,614.00		210.00				1,404.00
Reserve Fund		975,435.00	(60,000.00)					915,435.00
Board of Assessors								
Salaries		218,986.00	8,433.00	225,011.54				2,407.46
Office		4,800.00		4,800.00				-
Stipend		75,773.00		74,341.82		1,082.00	39.99	309.19
Expenditures				1,489.44				-
Prior Year Expenditures	1,489.44							
Town Counsel								
Legal Services		183,700.00		119,481.18			27,774.34	36,444.48
Expenditures		300.00		16,093.57				300.00
Prior Year Expenditures	16,093.57							-
Town Clerk								
Salaries		195,932.00	7,995.00	202,261.52				1,665.48
Stipends		310.00		154.92				155.08
Expenditures		25,402.00		24,627.52				774.48
Prior Year Expenditures	3,375.00							3,375.00
Elections / Registrations								
Personnel Costs		15,195.00		15,195.00				-
Stipends		1,350.00		1,350.00				-
Expenditures		12,622.00		10,463.79			1,005.00	1,153.21

Town of Bedford Appropriation Status Report - General Fund June 30, 2018								
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Closures	Purchase Order Encumbrance	Appropriation Carry Forward to FY2019	Unspent Appropriation Balance
Planning Board								
Salaries		193,917.00	14,412.00	204,747.45			654.78	3,581.55
Expenditures		6,250.00		5,083.09				512.13
Insurance / Benefits								
Insurance / Benefits		11,696,643.00	(54,404.00)	11,048,249.05			105,000.00	488,989.95
Prior Year Insurance / Benefits	105,000.00			5,226.65				99,773.35
Capital Articles								
Salary Plan Additional Funding	132,316.00						132,316.00	-
Bedford Woods Conservation Restriction Acquisition		10,000.00					10,000.00	-
Land Acquisition Fund		200,000.00					200,000.00	-
Historical Museum Feasibility Study	31,924.40			11,924.40		1,724.40	18,275.60	-
Land/Easement Acquis-Middlesex Tpk/Great Rd/Mudge Way	15,542.55			3,450.00			12,092.55	-
FY17 Audit & Related Services		65,000.00		19,293.26			45,706.74	-
Town IT Equip & Systems Ann. Replc/Renew		111,304.00		68,136.60		43,166.86	0.54	-
Town Photocopier Replacement		5,000.00				8,000.00	5,000.00	-
Town IT/Finance - KVS Software Development	8,000.00			959.28				-
Town IT Network & Servers	959.28			3,590.72				-
Town IT Network Storage Array	3,590.72			32,286.74		5,000.00		-
FY16 Audit & Related Services	37,286.74			16,512.00				-
Town Data Back-Up System	16,512.00			3,925.79				-
Town IT Network & Servers	3,925.79			10,868.77		1,520.00	32.26	-
Town IT Equipment Replacement Plan	12,421.03						20,350.00	-
AssessPro Software Upgrade	20,350.00			76,856.00		5,900.00	729.98	-
Consult-Examine/reconstr business zoning-Great Rd corridor	83,485.98							-
Total General Government	649,339.25	16,282,888.00	(601,819.00)	13,840,758.03	-	159,935.03	580,525.72	1,749,189.47
Public Safety								
Police Department								
Salaries		3,572,022.00	36,213.00	3,608,213.41				21.59
Expenditures		156,949.00		155,062.13			121.36	1,765.51
Prior Year Expenditures	3,526.48			3,266.64				259.84
Capital Outlay / Equipment		14,473.00		4,080.00				10,393.00
Fire Department								
Salaries		2,174,992.00	7,048.00	2,176,806.45				5,233.55
Expenditures		143,408.00		133,511.47			7,072.48	2,824.05
Prior Year Expenditures	4,887.56			4,806.61				80.95
Capital Outlay / Equipment		18,661.00		16,560.59			1,499.00	601.41

Town of Bedford Appropriation Status Report - General Fund June 30, 2018							
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Closures	Purchase Order Encumbrance	Appropriation Carry Forward to FY2019
Code Enforcement							
Salaries		459,545.00	14,584.00	451,537.12			22,591.88
Expenditures		47,552.00		31,663.96			10,708.80
Prior Year Expenditures	1,680.00			1,317.55			362.45
Capital Articles							
Police Dept Mobile Radio Replacement		15,400.00					15,400.00
Public Safety Dispatch Logging Recorder Replc		13,532.00					13,532.00
Police Department Thermal Imager		16,444.00			44.00		-
Fire Dept Air Compressor for SCBA		51,000.00		16,400.00			-
Fire Rescue System II - Jaws of Life/Airbag Replc		55,273.00		51,000.00			-
Fire Dept Hose Replacement for Engines		17,955.00		55,273.00			-
Fire - Channel One	69,828.00			17,955.00			-
Fire Department Utility Trailer Replacement	811.75			48,741.65		15,084.35	6,002.00
				811.75			-
Total Public Safety	80,733.79	6,757,206.00	57,845.00	6,777,007.33	44.00	15,084.35	48,806.08
Public Works							
Department of Public Works							
Salaries		2,865,201.00	33,742.00	2,813,049.39			85,893.61
Prior Year Salaries	10,247.63			10,247.63			-
Overtime - Snow Removal		136,800.00		207,997.33			(71,197.33)
Snow Removal Expenses		205,653.00		518,112.56			(312,459.56)
Equipment / Materials		899,061.00		816,071.83			9,976.31
Prior Year Expenditures - Equipment / Materials	76,763.81			57,487.23		55,277.38	17,735.48
Utilities / Energy		496,141.00	60,000.00	498,474.84		11,184.09	8,092.49
Prior Year Utilities / Energy	53,606.09			36,594.05		5,758.00	28,063.56
Refuse / Recycling Disposal		1,156,788.00	50,000.00	1,142,624.25			11,254.04
Prior Year Refuse / Recycling Disposal	593.75		(50,000.00)	1,696,603.23			593.75
Water Purchase		1,999,313.00		180,048.39			23,836.90
Prior Year Water Purchase	180,048.39			7,258.00			-
Capital Outlay / Equipment		7,258.00		1,018,100.00			-
Road Resurfacing	268,100.00	750,000.00					-
Prior Year Capital Outlay / Equipment	99.00						99.00
Capital Articles							
Underground Fuel Tank Rehab & Reinforcement		75,380.00					75,380.00
Vehicles & Equipment Replacement		274,000.00		274,000.00			-
GIS Aerial Photography (Planimetrics)		183,600.00					-
Concord River Boat Landing Dock Replacement		7,500.00		5,587.11			1,912.89
Athletic Field Fencing		76,500.00				8,965.00	76,500.00
Main Sewer Station	8,965.00						-
Tree Planting Program	4,884.50			106.08			4,778.42
Water Gate Valve Exercising Program	67,198.00						67,198.00

Town of Bedford Appropriation Status Report - General Fund June 30, 2018							
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Closures	Purchase Order Encumbrance	Appropriation Carry Forward to FY2019
Sewer Pump Station Program	75,622.19			8,119.82			67,502.37
Wellfield Cleaning	6,245.23			5,264.10	981.13		-
Sewer Pump Station Program	37,990.90						37,990.90
Security and Lighting Systems	3,555.36				3,555.36		-
Vehicle & Equipment Replacement	1,528.34			1,528.34			-
Town & Schools Grounds Hardscape Improvements	385,632.26			70,700.27			314,931.99
Water System Backflow Prevention Program	3,318.20						3,318.20
Stormwater Template Permit Requirements	57,805.00						57,805.00
Town of Lexington MWRA Water Purchase		95,147.12		95,147.12			-
Total Public Works	1,242,203.65	9,228,342.12	93,742.00	9,463,121.57	4,536.49	81,184.47	1,026,256.50
Facilities							
Salaries		497,313.00	4,251.00	494,178.32			7,385.68
Expenditures		1,985,793.00		1,419,530.18		361,806.83	204,455.99
Prior Year Expenditures	394,816.55			141,577.67		2,550.00	253,238.88
Capital Outlay / Equipment		2,551.00					1.00
Prior Year Capital Outlay / Equipment							-
Capital Articles							
Schools Flooring - Carpet & Base Molding Replc		50,000.00		7,723.80			42,276.20
Davis School Additions Feasibility Study/Design		98,000.00		98,000.00			-
Fire Dept Air Compressor and Piping		12,240.00		4,295.44		109.00	7,835.56
Schools Interior Painting		50,000.00		34,079.61			15,920.39
Fire Station Electrical Upgrade and Replacement		8,670.00		8,670.00			-
Middle School Interior Auditorium Light Replc		60,000.00					60,000.00
Library HVAC Study and Design		61,200.00					61,200.00
Police Locker Room Security Card Reader Install		10,000.00		8,619.25	1,380.75		153.84
Davis & Lane Schools Gym Floor Re-Finishing		40,500.00		38,497.23	1,848.93		-
Library Unused Oil Tank and Boiler Removal		15,300.00		13,696.84	319.16	1,284.00	-
Facilities Sidewalks Snow Removal Tractor		50,000.00		34,148.76			15,851.24
Springs Brook Park Asphalt Shingled Roof Renew		27,632.00					27,632.00
Davis & Lane School Gym Acoustic/PA Sys Instl		120,000.00		100,820.29			19,179.71
Fire Station Exterior Doors Replacement		25,000.00					25,000.00
Library Entrance Heaters Replacement		20,910.00					20,910.00
Fire Station Copper Gutters & Downspouts Repair		16,927.00				65,000.00	16,927.00
Bedford Energy Assessment and Action Plan		75,000.00					10,000.00
School-Replace A/C Compressor	12,581.87			7,902.88	4,678.99		-
Fire Station Carpet Replacement	1,978.42			1,825.70	152.72		-
Police Station Flooring Replacement	3,794.85				3,794.85		-
School-Intercom System Renewal-John Glenn MS	31,431.87						31,431.87
V.A. Garage & Salt Shed Space & Use Study	22,000.00						22,000.00
Energy Efficiency Projects	60,022.70			39,240.00			20,782.70

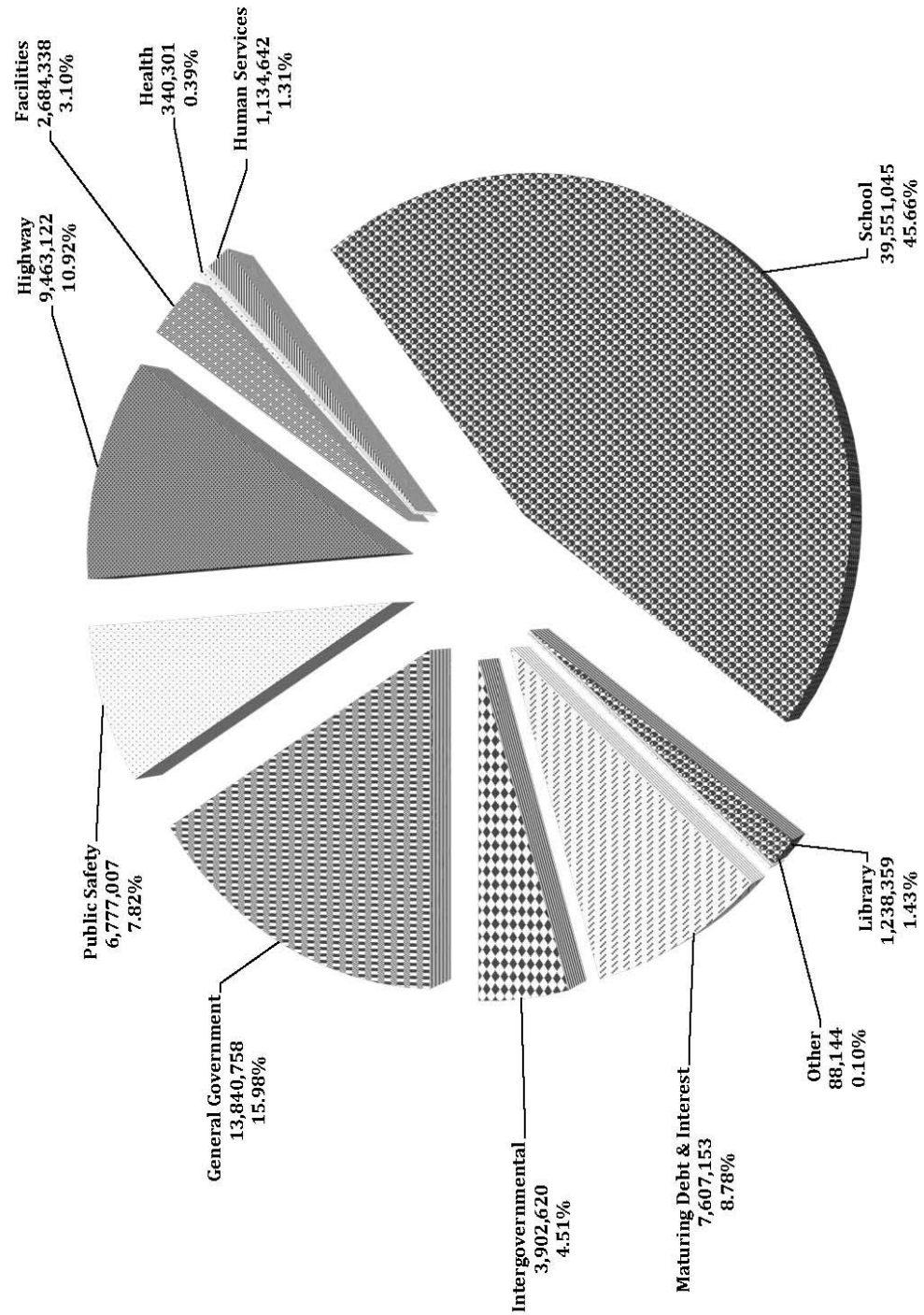
Town of Bedford Appropriation Status Report - General Fund June 30, 2018								
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Closures	Purchase Order Encumbrance	Appropriation Carry Forward to FY2019	Unspent Appropriation Balance
Lane and Davis Schools - Security Measures	24,715.94			2,028.49			22,687.45	-
Fire Station - Fire Alarm System Renewal	18,983.00			10,605.00			8,378.00	-
Fire Station - Electric Overhead Sectional Doors	13,731.00			3,653.50	10,077.50			-
Bedford High School - Server Room Upgrades	4,417.54				4,417.54			-
Bedford Public Schools - Security Window Film	2,912.00			500.00			2,412.00	-
DPW Bldg - Video Surveillance	27,000.00						27,000.00	-
Police and Fire Stations - Space Utilization Study	7,882.53						7,882.53	-
Lane School - HVAC Recommissioning	48,936.00			4,284.94	2,548.58		48,936.00	-
Alternate Emergency Operations Dispatch Center	6,833.52			14,561.00	600.00		2,400.00	-
Lane School - Acoustic Upgrades	17,561.00						23,452.61	-
John Glenn Middle School - Auditorium/Stage Equipment	23,452.61						13,893.00	-
Library - Mechanical Study	15,270.00			1,377.00				-
Town Wide Emergency Generator Stack	19,408.10			7,666.75	11,741.35			-
Davis School - Emergency Generator	5,662.40			2,934.42	2,727.98			-
Fire Station - Attic HVAC	11,049.81			4,433.29		47.81	6,568.71	-
Fire Station - Sewer Pumps	11,838.00			1,360.00	7,758.00	2,720.00 9,917.40		-
Police Station Interior Space Modification	16,088.00						6,170.60	-
John Glenn Middle School Classroom Renovations	9,956.96						9,956.96	-
John Glenn M.S. Emergency Standby Power Expansion	8,592.99						8,592.99	-
Davis School Modular Kindergarten Classrooms	120,814.69				120,814.69			-
Lane School Building Feasibility Study (prev ALL Schools)-amended at 11/	5,811.12				5,811.12			-
DPW Interior Space Modification	10,890.00			6,158.96			4,731.04	-
Town Center Interior Space Modification	10,678.00					4,650.00	6,028.00	-
Library Exterior Painting	13,000.00			2,178.34			10,821.66	-
Lane School Exterior Painting	8,176.71						8,176.71	-
John Glenn Middle School Classroom Modifications	11,478.01			180.00	11,298.01			-
Lane School Classroom Modifications	14,574.47			7,003.79	6,860.93		709.75	-
Bedford High School Classroom Modifications	28,070.48			4,229.18	6,177.30		17,664.00	-
Town Center/North Wing Exterior Painting	36,147.45			427.37			35,720.08	-
Town Hall Exterior Painting	15,141.70			3,686.66			11,455.04	-
Town Hall Interior Space Modifications	7,411.00			1,815.00			5,596.00	-
Town Center Interior Blinds	3,055.31			3,055.31				-
Salt & Sand Shed Feasibility Study	50,000.00						50,000.00	-
Great Road Pumping Station	5,054.07				5,054.07			-
Security System Video Surveillance-Schools/Facilities	117,198.58			6,385.69	7,614.31		117,198.58	-
Town Center Interior Windows Blinds-addtl funds	14,000.00			20,636.34			68,010.48	-
High School Exhaust Fan Capacity-Phase 2	88,646.82			26,807.14			1,037.86	-
Schools Flooring	27,845.00			14,895.00			42,115.00	-
Fire Station Vehicle Exhaust System	57,010.00					4,840.00	32,873.00	-
Police Station Roof Replacement	37,713.00				120,000.00			-
Elementary School Modular Classrooms	120,000.00							-
School Building Interior Painting	2,799.63			2,799.63				-
Bedford Public Library Exterior Window Replacement	65,571.68			40,338.19		8,800.00	16,433.49	-
High School Clock & Bell System Replacement	29,396.00			600.00			28,796.00	-
High School Greenhouse Vent Motor Replacement	15,920.00			12,265.00	3,655.00			-

Town of Bedford Appropriation Status Report - General Fund June 30, 2018								
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Closures	Purchase Order Encumbrance	Appropriation Carry Forward to FY2019	Unspent Appropriation Balance
Lift Access to Sabourin Field Press Box Fire Station Washer/Extractor Replacement-FY17	25,360.00 5,113.32			24,726.00 (60.00)	634.00 5,173.32			- -
Total Facilities	1,767,794.70	3,227,036.00	4,251.00	2,684,337.96	345,139.10	461,725.04	1,042,798.05	465,081.55
Health								
Board of Health								
Salaries		247,055.00	9,868.00	251,861.87			1,196.91	5,061.13
Expenditures		33,508.00		31,435.56				875.53
Prior Year Expenditures	3,835.76			3,835.76				-
Hazardous Waste		19,556.00		13,703.56			2,078.78	3,773.66
Prior Year Hazardous Waste	186.57			186.57				-
Services - Animal & Pest Control		39,278.00		39,278.00				-
Total Health	4,022.33	339,397.00	9,868.00	340,301.32	-	-	3,275.69	9,710.32
Human Services								
Recreation Commission								
Salaries		181,901.00	10,353.00	183,011.38			32.99	9,242.62
Expenditures		14,000.00		6,177.50				7,789.51
Council On Aging								
Salaries		192,818.00	6,591.00	199,409.00				-
Expenditures		8,654.00		8,626.86				27.14
Minuteman Senior Services		4,000.00		4,000.00				-
Capital Outlay / Equipment		1,093.00		238.00		855.00		-
Youth & Family Services								
Salaries		228,763.00	7,902.00	235,794.62				870.38
Expenditures		353,920.00		297,183.25				56,736.75
Bedford Local Transit								
Salaries		61,553.00		59,958.19			50.99	1,594.81
Expenditures		786.00		578.39				156.62
Prior Year Expenditures	104.74			104.74				-
Capital Articles								
Expanded Local Transit Pilot Program - BLT	123,912.01	35,000.00		105,059.76		18,721.66	130.59	-
Study for Bedford Senior Needs Assessment				34,500.00		500.00		-
Total Human Services	124,016.75	1,082,488.00	24,846.00	1,134,641.69	-	20,076.66	214.57	76,417.83

Town of Bedford Appropriation Status Report - General Fund June 30, 2018								
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Closures	Purchase Order Encumbrance	Appropriation Carry Forward to FY2019	Unspent Appropriation Balance
School								
Salaries & Expenditures		39,061,561.00		37,146,354.62			1,846,683.07	68,523.31
Prior Year Salaries & Expenditures	1,345,476.36			1,345,476.36				-
Capital Articles								
Schools IT Systems Ann. Replc/Renew		445,200.00		388,455.02			56,744.98	-
School Photocopier Replacements		48,454.00					48,454.00	-
High School Track & Field Pole Vault Mat Replc		22,525.00		22,525.00				-
School Technology - Infrastructure	12,083.28			12,083.28				-
School Photocopier Replacement	1,193.14				1,193.14			-
School Technology - White Board & Printer Replacements	8,754.04			8,736.00	18.04			-
School Photocopier Replacement	1,039.15			1,039.15				-
Schools IT Replacement Plan	169,464.55			146,325.62			23,138.93	-
Schools Photocopier Replacement Plan	7,193.00			600.00	7,193.00			-
High School Foreign Language Lab Equip Replac	1,924.55						1,324.55	-
Vocational Education		545,000.00	(40,000.00)	479,450.04				25,549.96
Total School	1,547,128.07	40,122,740.00	(40,000.00)	39,551,045.09	8,404.18	-	1,976,345.53	94,073.27
Library								
Salaries		933,854.00	31,863.00	963,351.34				2,365.66
Expenditures		270,914.00		269,740.22			324.89	848.89
Prior Year Expenditures	291.23			291.23				-
Capital Outlay / Equipment		5,000.00		4,976.34				23.66
Total Library	291.23	1,209,768.00	31,863.00	1,238,359.13	-	-	324.89	3,238.21
Other								
Historic Preservation								
Expenditures		1,320.00		1,222.47		97.00		0.53
Town Center								
Salaries		48,269.00		40,143.54				8,125.46
Expenditures		58,846.00		45,792.60		10,700.36		2,353.04
Prior Year Expenditures	2,318.25			985.17		21.03		1,312.05
Total Other	2,318.25	108,435.00	-	88,143.78	-	10,818.39	-	11,791.08

Town of Bedford Appropriation Status Report - General Fund June 30, 2018									
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Closures	Purchase Order Encumbrance	Appropriation Carry Forward to FY2019	Unspent Appropriation Balance	
Maturing Debt & Interest									
Maturing Debt & Interest									
Maturing Debt		5,278,680.00		5,278,680.00				-	
Interest		1,640,873.00	(40,864.00)	1,476,340.95				123,668.05	
Community Preservation Act - Maturing Debt		675,000.00		675,000.00				-	
Community Preservation Act - Interest		177,132.00		177,131.94				0.06	
Total Maturing Debt & Interest	-	7,771,685.00	(40,864.00)	7,607,152.89	-	-	-	123,668.11	
Intergovernmental									
Intergovernmental									
MWRA		3,503,240.00	43,642.00	3,546,882.00				-	
State Assessments		355,738.00		355,738.00				-	
Total Intergovernmental	-	3,858,978.00	43,642.00	3,902,620.00	-	-	-	-	
Appropriation Status Report Grand Total	5,417,848.02	89,988,963.12	(416,626.00)	86,627,488.79	358,123.77	748,823.94	4,678,547.03	2,577,201.61	

EXPENDITURES GENERAL FUND FISCAL YEAR ENDING JUNE 30, 2018



Town of Bedford Special Revenue & Expenses Federal Grants - Period Ending 06/30/2018					
Fund 023 - Federal Grants	Balance 07/01/2017	Revenue	Expenditures	Transfers	Balance 06/30/2018
Police Department					
EOPSS Traffic Enforcmt/Equipment Grant	-1,718.56	1,830.42	111.86		0.00
Comm-Defined Solutions-Violence Against Women-16.588	6,522.45				6,522.45
FFY17 VAWA Stop Grant-CFDA #16.588	0.00	19,733.52	19,733.52		0.00
FFY14- DOJ/VAWA-Police-Violence Against Women-CFDA 16.588	-511.27	30,873.82	30,362.55		0.00
Police Department Total:	4,292.62	52,437.76	50,207.93	0.00	6,522.45
Fire Department					
FEMA-Flooding-Fire	784.89				784.89
FY16 EMPG/MEMA FFY2015-CFDA 97.042	66.00		66.00		0.00
FY17 EMPG/MEMA FFY2016-CFDA 97.042	-2,461.40	2,461.40			0.00
FY18 EMPG/MEMA FFY2017-CFDA 97.043	0.00		3,220.00		-3,220.00
FY15 FEMA Grant-Blizzard 1/26 to 1/29/15-CFDA 97.042	27.65		27.65		0.00
FY14 Assistance to Firefighters-CFDA 97.044-ACCS codd 2015-F4-C111	360.00		60.00		300.00
Fire Department Total:	-1,222.86	2,461.40	3,373.65	0.00	-2,135.11
School Department					
Impact Aid	667,643.33	530,358.86		-300,000.00	898,002.19
N.D.A.A.	82,958.22				82,958.22
14 SPED Prog Improvement (274) CFDA 84.027	236.14			-236.14	0.00
15 Fed SPED 94-142 (240) Entitlement-CFDA 84.027	938.02			-938.02	0.00
17 Fed SPED 94-142 (240) Entitlement-CFDA 84.027	-100,593.81	177,040.00	76,446.19		0.00
17 Fed Title IIA (140)-Teacher Quality-CFDA 84.367	-2,200.00	7,327.00	5,127.00		0.00
17 Fed Title IA (305)-CFDA 84.010	-17,336.76	43,481.00	26,144.24		0.00
17 Fed SPED Program Improvement (274)-CFDA 84.027	-12,791.00	12,991.00	200.00		0.00
18 Fed SPED 94-142 (240) - CFDA 84.027	0.00	331,560.00	418,685.56		-87,125.56
18 (262) Early Childhood SPED - CFDA 84.173	0.00	18,936.00	18,936.00		0.00
18 Fed Title 1A (305) - CFDA 84.010	0.00	47,319.00	61,941.91		-14,622.91
18 Fed Title 11A (140) - CFDA 84.367 - TCHR	0.00	21,300.00	22,936.68		-1,636.68
18 Fed Title IVA ESSA (309)	0.00	199.00	1,990.00		-1,791.00
School Department Total:	618,854.14	1,190,511.86	632,407.58	-301,174.16	875,784.26
Department of Public Works					
Flooding - FEMA	26,611.69		26,611.69		0.00
Department of Public Works Total:	26,611.69	0.00	26,611.69	0.00	0.00
Board of Health					
FY18 Public Health Emergency Preparedness-CFDA 93.074	0.00	5,000.00	3,892.41		1,107.59
Board of Health Total:	0.00	5,000.00	3,892.41	0.00	1,107.59
Bedford Local Transit					
Sec 5310: Enhanced Mobility SEN/IND Disabilities	33,459.09	33,210.21	4,720.39		61,948.91
Bedford Local Transit Total:	33,459.09	33,210.21	4,720.39	0.00	61,948.91
Federal Grants Total:	681,994.68	1,283,621.23	721,213.65	-301,174.16	943,228.10

Town of Bedford Special Revenue & Expenses State Grants - Period Ending 06/30/2018					
Fund 024 - State Grants	Balance 07/01/2017	Revenue	Expenditures	Transfers	Balance 06/30/2018
Selectmen / Town Manager					
HED-Reg Best Practice-Reg Transport Plan/Middlesex 3	96,352.46		74,764.94		21,587.52
MA Historic Preservation Comm.	319.23				319.23
Cultural Council - Arts Lottery	3,939.01	4,605.86	6,563.14		1,981.73
Commonwealth Transportation Infrastructure Fund	0.00	3,311.70			3,311.70
Selectmen / Town Manager Total:	100,610.70	7,917.56	81,328.08	0.00	27,200.18
Town Clerk					
Primaries and Elections	8,756.43	3,820.00	4,104.99		8,471.44
Town Clerk Total:	8,756.43	3,820.00	4,104.99	0.00	8,471.44
Police Department					
Bullet Proof Vest	0.00				0.00
School Resource Officer	0.00	20,000.00	20,000.00		0.00
FY17 State 911 Support/Incentive Grant-Police	-3,015.31	3,015.31			0.00
FY18 State 911 Support/Incentive Grant-Police	0.00	35,970.46	37,512.06		-1,541.60
FY17 State 911 DPT Training/Regulat/Compliance-Police	-829.30	1,897.67	1,068.37		0.00
FY18 State 911 DPT Training/Regulat/Compliance-Police	0.00		4,198.09		-4,198.09
FY16 DMH Jail Diversion Program-Police	0.00	45,000.00	45,000.00		0.00
MCC Campus Safety Officer-Police	25,529.86	97,859.97	78,416.86		44,972.97
Animal Control Officer (with Lexington)	-8,079.62	58,325.74	51,146.60		-900.48
Police Department Total:	13,605.63	262,069.15	237,341.98	0.00	38,332.80
Fire Department					
Hazmat	1,356.64		1,356.64		0.00
S.A.F.E. Grant - Fire	5,919.30	6,123.00	9,886.73		2,155.57
"Cert" Grant - Fire	207.78		207.78		0.00
Fire Department Total:	7,483.72	6,123.00	11,451.15	0.00	2,155.57
Code Enforcement					
MassPort Summer Jobs Program/Conservation/Code	1,487.50	5,390.00	4,314.05		2,563.45
Code Enforcement Total:	1,487.50	5,390.00	4,314.05	0.00	2,563.45
School Department					
Supplemental Hanscom Impact Aid-State	1,133.33	515,730.00	150,000.00		366,863.33
Substitute Teacher Reimburse	3,175.00	95.00			3,270.00
BBEA/Bedford Education Foundation	8,693.46	25,438.13	33,818.99		312.60
School Circuit Breaker	1,749,501.25	927,369.00	1,379,232.25	-370,638.00	927,000.00
Cooperative Svcs Plan (115) Innov IPAD Grant	2,300.00				2,300.00
14 METCO (317)	4,118.29			-4,118.29	0.00
17 METCO (317)	-148,393.00	155,564.00	7,171.00		0.00
18 METCO (317)	0.00	452,394.00	560,862.35		-108,468.35
School Department Total:	1,620,528.33	2,076,590.13	2,131,084.59	-374,756.29	1,191,277.58
Department of Public Works					
Chapter 90 - Mass DOT	-70,655.68	338,389.76	359,868.86		-92,134.78
Curbside Recycling	448.46		448.46		0.00
Mass DEP-DPW Mun Assist Host	6,413.77	72,276.29	76,961.16		1,728.90
MA DEP-RDP Grant-DPW-Recycling	2,041.70		1,964.85		76.85
Site Improv - Crosby Wireless Carrier Relocation	0.00	120,000.00	77,759.33		42,240.67
Department of Public Works Total:	-61,751.75	530,666.05	517,002.66	0.00	-48,088.36

Town of Bedford
Special Revenue & Expenses
State Grants - Period Ending 06/30/2018

Fund 024 - State Grants	Balance 07/01/2017	Revenue	Expenditures	Transfers	Balance 06/30/2018
Board of Health					
Smoking Cessation	3,710.47				3,710.47
MA Assoc Health Boards Grant	360.84				360.84
Hoarding Case Management-CHNA15	1,050.00		20.00		1,030.00
Board of Health Total:	5,121.31	0.00	20.00	0.00	5,101.31
Council on Aging					
COA-Formula Grant	0.00	31,942.00	31,942.00		0.00
COA-Progress Grant	177.29				177.29
CHNA15 - Falls Prevention	0.00	12,473.58	195.56		12,278.02
COA-Corporate Grants	0.00	500.00			500.00
Council on Aging Total:	177.29	44,915.58	32,137.56	0.00	12,955.31
Youth & Family Services					
YFS-Friday's Free	2,668.83		500.00		2,168.83
YFS-Peer Mentor Grant	3,504.54				3,504.54
YFS-FY15/16-CHNA15-Mental Health First Aid-Schol/Training	300.00				300.00
CHNA15-Jan Hanson Award - Healthy Comm Initiatives	1,000.00				1,000.00
Dash for Health Lahey Grant	0.00	25,000.00	6,837.20		18,162.80
Youth & Family Services Total:	7,473.37	25,000.00	7,337.20	0.00	25,136.17
Bedford Public Library					
Incentive/Equalization	39,862.62	12,772.39	17,020.74		35,614.27
Non-Resident Circulation	12,324.22	9,853.96	11,332.77		10,845.41
Bedford Public Library Total:	52,186.84	22,626.35	28,353.51	0.00	46,459.68
State Grants Total:	1,755,679.37	2,985,117.82	3,054,475.77	-374,756.29	1,311,565.13

Town of Bedford
Special Revenue & Expenses
Performance Bond Settlement - Period Ending 06/30/2018

Fund 026 - Performance Bond Settlement	Balance 07/01/2017	Revenue	Expenditures	Transfers	Balance 06/30/2018
Performance Bond Settlement	18,045.00		18,045.00		0.00
Performance Bond Settlement Total:	18,045.00	0.00	18,045.00	0.00	0.00

Town of Bedford
Special Revenue & Expenses
Gifts - Period Ending 06/30/2018

Fund 025 - Gifts	Balance 07/01/2017	Revenue	Expenditures	Transfers	Balance 06/30/2018
Selectmen / Town Manager					
Veterans Memorial Park Improvements-Friends of Vets Mem Pk	1,377.75				1,377.75
Cultural Council Gift	804.00	350.00			1,154.00
Bedford Community Playground-DPW	1,523.92				1,523.92
Sidewalk Construction-DPW	5,750.00				5,750.00
Traffic Mitigation Fee-50 Middlesex Tpk/Prev Parking Permit Fd	11,700.00		3,000.00		8,700.00
Telecom/Technical Assistance	6,833.88				6,833.88
Heritage Middlesex Turnpike	10,815.00				10,815.00
Criterion Municipal Svcs Study	10,000.00				10,000.00
Land Acquisition-W.Bedford/Concord Rd	2,553.33				2,553.33
Public Ceremonies	21,488.19	5,375.00			26,863.19
Selectmen / Town Manager Total:	72,846.07	5,725.00	3,000.00	0.00	75,571.07
Conservation Commission					
Conservation-Jordan Gardens	1,350.36	850.00	920.00		1,280.36
Conservation Commission Total:	1,350.36	850.00	920.00	0.00	1,280.36
Planning Board					
Planning-Criterion	73,098.20				73,098.20
Planning-Criterion-Economic Development	5,000.00				5,000.00
Planning Board Total:	78,098.20	0.00	0.00	0.00	78,098.20
Police Department					
Contrib & Donation Gun Buyback Program	500.00		50.00		450.00
Police Contribution	3,187.77	1,837.71	2,545.72		2,479.76
Police Department Total:	3,687.77	1,837.71	2,595.72	0.00	2,929.76
Fire Department					
Gift-Police/Fire	277.73				277.73
Gift-Fire Dept	85.00	635.00			720.00
CPR Course	614.94	170.50	219.00		566.44
Anthony Busa Memorial	36.88		36.88		0.00
Fire Department Total:	1,014.55	805.50	255.88	0.00	1,564.17
School Department					
SEPAC Gift - Special Education Parents' Assoc	450.00				450.00
SPED "Kate's Voice" Music Gift Account	0.00	550.00	459.31		90.69
METCO Transportation-MBTA Bus Pass-Parents' Part	13,876.00	2,561.00			16,437.00
Bedford Hockey	111.93				111.93
Football/Cheerleading-Glenn	2,047.63		2,047.63		0.00
Schools General Gift	1,775.00	2,450.00	2,400.00		1,825.00
High School General Gift	14,711.21	946.15	5,823.26		9,834.10
Middle School General Gift	12,807.92	3,660.00	5,407.51		11,060.41
Job Lane School General Gift	2,898.25	22,134.85	4,434.32		20,598.78
Davis School General Gift	454.96	1,762.71	248.00		1,969.67
METCO General Gift	1,744.00				1,744.00
Educational Scholarships	15,000.00				15,000.00
Thomas Nolan Make My Day Gift	1,447.06				1,447.06
FBHS Fallen Soldiers Gift	9,171.86				9,171.86
POMS Gift-Patrons of Music Students	960.75	2,902.69	3,012.14		851.30
School Department Total:	77,456.57	36,967.40	23,832.17	0.00	90,591.80

Town of Bedford Special Revenue & Expenses Gifts - Period Ending 06/30/2018					
Fund 025 - Gifts	Balance 07/01/2017	Revenue	Expenditures	Transfers	Balance 06/30/2018
Department of Public Works					
Gift/General	1,888.96	3,778.76			5,667.72
C. Midgett Memorial	755.00				755.00
Ball Field Improvement	732.51				732.51
Town Common	1,538.47				1,538.47
Babe Ruth Athletics	262.00				262.00
Concord Fld Sewer Pump Station	6,288.00		6,288.00		0.00
DPW Curbing Restoration Fund	7,379.49				7,379.49
54 Middlesex Tpk Entrance Consult Services	14,620.00				14,620.00
Bog Bridge Construction-DPW Gift	2,115.00		2,115.00		0.00
Entegris Sewer Flow Impact	66,575.78		30,315.16		36,260.62
Ralph Hammond Gift	1,000.00				1,000.00
Great Road Traffic Signalization	25,000.00				25,000.00
DPW Trail Guides Gift Account	0.00	620.00	52.69		567.31
Farmers Market Memorial Bench	0.00	1,300.00			1,300.00
Paul King Memorial	0.00	200.00			200.00
Department of Public Works Total:	128,155.21	5,898.76	38,770.85	0.00	95,283.12
Board of Health					
Recombinant DNA	10,000.00				10,000.00
General	2,007.25				2,007.25
Board of Health Total:	12,007.25	0.00	0.00	0.00	12,007.25
Council on Aging					
COA-Community Gardening Project	1,526.94	23.00	294.33		1,255.61
COA-Jacob Wren Throckmorton Memorial Gift	267.00	1,303.00	687.00		883.00
COA-Senior Programs Financial Aid Fund	0.00	1,266.00			1,266.00
COA-Gift General	3,306.10	1,225.00	1,839.87		2,691.23
COA-Gift Transportation	3,610.00	21,000.00	12,120.00		12,490.00
COA-Emergency Fund	8,029.41	1,000.00	1,240.00		7,789.41
COA-CWV Safe at Home Gift-Carleton Willard V	669.00				669.00
Council on Aging Total:	17,408.45	25,817.00	16,181.20	0.00	27,044.25
Youth & Family					
YFS-Housing Task Force-Homeless-Gift	1,049.50		100.00		949.50
YFS-Violence Prevention Coalition	515.18				515.18
YFS-Progress Gift (Child / Needy)	17,545.32	1,450.00	500.00		18,495.32
Youth & Family Total:	19,110.00	1,450.00	600.00	0.00	19,960.00
Bedford Public Library					
General	11,134.89	8,114.37	9,815.48		9,433.78
Prabha Sridharan Ramaswamy Memorial Fund	2,248.00	1,100.00			3,348.00
Daniel Nickerson	7,047.28	5,000.00	4,182.26		7,865.02
Andy Zuckerman Memorial Collection	13,152.02		1,936.93		11,215.09
Pat Watson Gift Fund	10,000.00		5,403.27		4,596.73
Boston Foundation - Large Print Materials	0.00	10,718.75	2,665.28		8,053.47
Bedford Public Library Total:	43,582.19	24,933.12	24,003.22	0.00	44,512.09

**Town of Bedford
Special Revenue & Expenses
Gifts - Period Ending 06/30/2018**

Fund 025 - Gifts	Balance 07/01/2017	Revenue	Expenditures	Transfers	Balance 06/30/2018
Library Corporation					
McDonald's Publication	363.37	95.00			458.37
Library Corporation Total:	363.37	95.00	0.00	0.00	458.37
Recreation					
Recreation-Barbara Davis Campership	1,085.00				1,085.00
Recreation Total:	1,085.00	0.00	0.00	0.00	1,085.00
Gifts Total:	456,164.99	104,379.49	110,159.04	0.00	450,385.44

**Town of Bedford
Special Revenue & Expenses
School Lunch Revolving - Period Ending 06/30/2018**

Fund 022 - School Lunch Revolving	Balance 07/01/2017	Revenue	Expenditures	Transfers	Balance 06/30/2018
FY14 School Lunch Program	56,816.89				56,816.89
FY15 School Lunch Program	50,300.71				50,300.71
FY16 School Lunch Program	13,532.32				13,532.32
FY17 School Lunch Program	75,667.74		14,772.05		60,895.69
FY18 School Lunch Program	0.00	667,625.56	632,985.76		34,639.80
School Lunch Revolving Total:	196,317.66	667,625.56	647,757.81	0.00	216,185.41

Town of Bedford Special Revenue & Expenses Revolving & Reserved - Period Ending 06/30/2018					
Fund 027 - Revolving & Reserved	Balance 07/01/2017	Revenue	Expenditures	Transfers	Balance 06/30/2018
Selectmen / Town Manager					
Depot Park Revolving-Ch44 53E 1/2	62,155.36	44,821.33	65,799.91		41,176.78
Cable Television Revolving-License Fees & Misc-Ch44 53E 1/2	36,154.68			-36,154.68	0.00
Cable Television Revolving-Qtrly PEG Access Support-Ch44 53E 1/2	8,289.80			-8,289.80	0.00
Cable Television Revolving-PEG Access Reserve-Ch44 53E 1/2	195,305.60			-195,305.60	0.00
Cable Television Revolving-Comcast Cable-related Equip/Facilities-Ch44 53E 1/2	117,603.77		53,647.22	-62,376.55	1,580.00
Selectmen / Town Manager Total:	419,509.21	44,821.33	119,447.13	-302,126.63	42,756.78
Finance Department					
Medicare	0.00				0.00
Penalties/Fines Restitutions	10,741.86				10,741.86
Ins/Rest Revolving - \$150K & Under - CH 44/53(2)	0.00	150.00			150.00
Finance Department Total:	10,741.86	150.00	0.00	0.00	10,891.86
Conservation Commission					
Conservation By-Law Consulting	3,726.03				3,726.03
Conservation/WPA Consulting	5,102.98	15.24			5,118.22
Conservation/Wetlands	52,067.61	2,435.00	2,294.64		52,207.97
Conservation Commission Total:	60,896.62	2,450.24	2,294.64	0.00	61,052.22
Police Department					
Gun Permits	0.00				0.00
Gun Permits-Commonwealth's Fee	1,862.50	9,825.00	8,325.00		3,362.50
Special Injury Leave Indemnity Fund	0.00	49,000.00	49,000.00		0.00
Ins/Rest Revolving - \$150K & Under - CH44/53(2)	0.00	3,510.00	3,387.35		122.65
IRS Revolving-Police Detail	-107,917.22	811,428.44	845,885.69		-142,374.47
Police O.T. Reimbursement	1,662.06	16,340.41	15,626.21		2,376.26
Liquor IDs	570.00	350.00	85.64		834.36
Police Department Total:	-103,822.66	890,453.85	922,309.89	0.00	-135,678.70
Fire Department					
Fire-Insurance Revolving Under \$20K-CH44/53(2)	203.73		203.73		0.00
Insurance/Restitution Revolving - \$150K and Under-11/7/16	2,265.95	4,556.27	5,889.23		932.99
IRS Revolving-Fire Detail	22,002.24	33,795.50	41,310.00		14,487.74
IRS Revolving-Detail Revolving Haz Mat Events	6,300.98	19,155.63	20,821.02		4,635.59
Special Injury Leave Indemnity Fund	0.00	26,000.00	26,000.00		0.00
Fire Department Total:	30,772.90	83,507.40	94,223.98	0.00	20,056.32
School Department					
BPS-Summer School Online	3,116.79	4,050.00	7,166.79		0.00
Adult Practical Arts	10,958.14		10,958.14		0.00
Athletic Revolving	33,743.42	21,374.14	25,000.00		30,117.56
IRS Revolving	-2,455.58		-2,455.58		0.00
Lost Books CH 88	12,033.47	471.35	295.51		12,209.31
School Rental-Adult/Continuing Ed (MGL 71/71E)	108,258.67	98,663.77	118,949.90		87,972.54
Vandalism	309.49				309.49
Meals Tax	19.08	390.72	382.09		27.71
Insurance Revolving Under \$20K-CH44/53(2)	0.00				0.00
Insurance/Restitution Revolving - \$150K and Under-11/7/16	43,785.04	78,032.20	89,124.29	-1,178.71	31,514.24
Ins/Rest Revolving - iPad Repair Student Portion	0.00	1,104.51	2,283.22	1,178.71	0.00
E-Rate Reimb.	25,529.46		25,100.00		429.46
Recycling Product Refunds	910.26	47.05			957.31
High School Nursery Program	29,117.17	107,409.00	40,894.94		95,631.23
School Department Total:	265,325.41	311,542.74	317,699.30	0.00	259,168.85
Facilities Department					
Energy Revolving Pd/Utility Incentives-Ch44 53E 1/2	22,609.50	12,671.31	2,762.50		32,518.31
Ins/Rest Revolving-\$150K & Under-CH44/53(2)	0.00	4,926.63	4,926.63		0.00
Old Town Hall/Town Center Facil Revolving Fund-Ch44 53E 1/2	65,795.77	155,514.25	123,628.97		97,681.05
Facilities Department Total:	88,405.27	173,112.19	131,318.10	0.00	130,199.36

Town of Bedford
Special Revenue & Expenses
Revolving & Reserved - Period Ending 06/30/2018

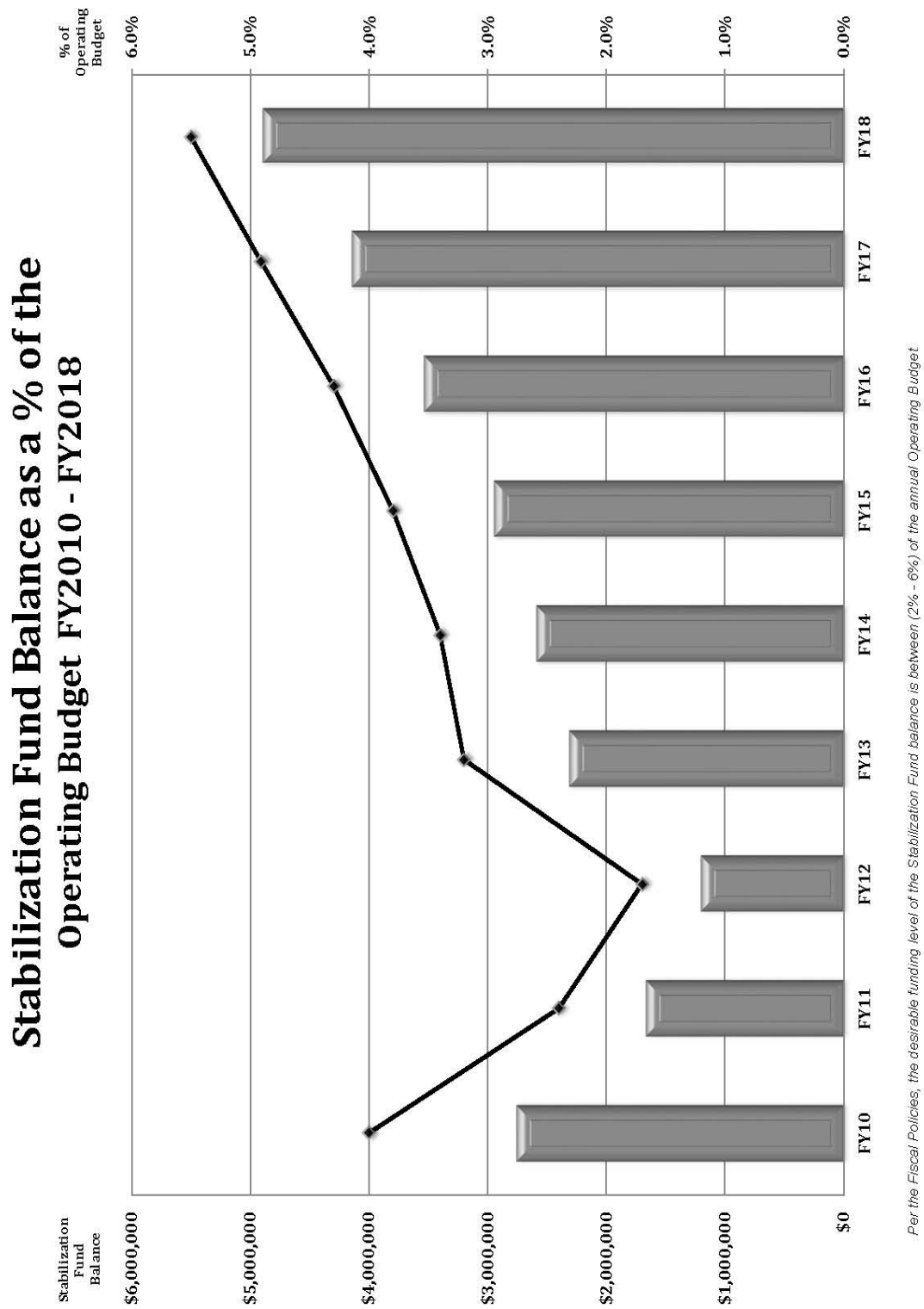
Fund 027 - Revolving & Reserved	Balance 07/01/2017	Revenue	Expenditures	Transfers	Balance 06/30/2018
Department of Public Works					
Refuse Collection/Recyc-Container Sales-Ch44 53E 1/2	23,591.39	17,815.62	6,226.01		35,181.00
Refuse Collection/Recyc-Bags Sales-Ch44 53E 1/2	49,191.13	29,707.50	37,108.92		41,789.71
Refuse Coll/Recy-Compost/recy bins, rain barrels, other-Ch44 53E 1/2	18,072.45	1,891.00	12,701.60		7,261.85
Insurance Revolving Under \$20K-CH44/53(2)	36,298.92		22,782.64	-13,516.28	0.00
Insurance/Restitution Revolving - \$150K and Under-11/7/16	7,325.97	52,669.70	18,381.02	13,516.28	55,130.93
Department of Public Works Total:	134,479.86	102,083.82	97,200.19	0.00	139,363.49
Board of Health					
Public Health Prgrms-Vac/Scr/Tst, etc-Ch44 53E 1/2	47,981.26	21,089.37	20,821.37		48,249.26
Board of Health Total:	47,981.26	21,089.37	20,821.37	0.00	48,249.26
Bedford Public Library					
IRS Revolving	979.90	1,225.00	1,300.00		904.90
Library Revolving-Ch44 53E 1/2	18,536.45	7,905.62	8,766.03		17,676.04
Bedford Public Library Total:	19,516.35	9,130.62	10,066.03	0.00	18,580.94
Recreation Department					
Recreation Revolving	415,269.30	1,021,441.54	782,573.25		654,137.59
Recreation Revolving Day Camp	105,896.06	372,925.59	393,704.40		85,117.25
Recreation Revolving Teen Center/After School program	4,423.79	2,680.00	1,975.00		5,128.79
Recreation Revolving Day Care	292,395.67	1,156,545.52	1,110,929.48		338,011.71
Recreation Revolving Springs Brook	-424,697.39	165,964.09	233,083.21		-491,816.51
Recreation Revolving COA	4,191.00	49,275.00	44,102.75		9,363.25
Athletic Fields Revolving	77,591.75	41,877.50	1,960.00		117,509.25
Recreation Department Total:	475,070.18	2,810,709.24	2,568,328.09	0.00	717,451.33
Revolving & Reserved Total:	1,448,876.26	4,449,050.80	4,283,708.72	-302,126.63	1,312,091.71

Town of Bedford Capital Projects Detail June 30, 2018					
	Fund Balance 7/1/2017	Bond Revenue	Transfers & Other Revenue	Expenditures	Fund Balance 6/30/2018
Emergency Communications Ctr Upgrades	10,837.87				10,837.87
Ambulance Replacement	32.59				32.59
Fire Engine Replacement		564,515.00		555,411.97	9,103.03
Police Channels Infrastructure Project					419.98
Water Standpipe Paint & Cell Tower	97,815.04			97,395.06	419.98
Sewer Infiltr./Inflow-Improv/Studies	40,315.10			31,885.12	8,429.98
Middlesex Turnpike Water Main Replacement	(275.00)			(150.00)	(125.00)
Crosby Drive Water Standpipe Paint	24,065.07			38,747.61	(14,682.54)
Sewer Infiltr./Inflow Work (MWR)	9,652.76		865.48	5,981.89	4,536.35
Sewer Pump Station Rehabilitation	163,680.15			136.69	163,543.46
Water Main Improvements	3.60			3.60	(0.00)
Water Treatment Enhancement	5,364.60				5,364.60
Bedford Street Sewer Main Improvements	19,656.66			5,399.49	14,257.17
Bedford Street Sewer Main Improvements	11,172.57			4,265.69	6,906.88
Sewer Inflow & Infiltration	35,273.00			21,574.88	13,698.12
Street Lighting Upgrade to LED	(25,044.20)	200,000.00		180,751.99	(5,796.19)
Sewer System Force Main Replacement	(792.00)	258,000.00		12,544.50	244,663.50
Water Main Improvements-MWRA	298,293.18			177,289.63	121,003.55
Middlesex Turnpike Water Main Replacement	426,186.13				426,186.13
DPW Large Dump Truck Replacement		401,316.00		401,316.00	
Water Tank Refurbishment		500,000.00		55,531.84	
Infiltration/Inflow					
Sewer Force Main Replacement					
Large Dump Truck Replacement					
Sewer Pump Station Program - Parker					
Water Main Improvement Project					
Bike/Ped Great Rd Master Plan Trans Improvements					
Davis Road Boardwalk			429,828.00		
Town Center Facility	7,195.00			150.00	7,045.00
Town Hall Bldg Systems Repair	219,708.23			87,432.65	132,275.58
T.Hall/T.Ctr/OTH Site Lighting Upgrade	8,527.30				8,527.30
Town Wide Phone System		378,106.00		378,106.00	
Job Lane School Addition	1,597,886.89			1,261,550.48	336,336.41
Town & Schools Communications System	160,887.49	1,312,860.00		1,044,907.03	428,840.46
Police Station Schematic Design Services				39,522.85	130,948.15
Lane School Parking Lot & Circulation Improvement	170,471.00	990,000.00		811,875.85	178,124.15
Davis School Design and Construction					
Davis School Addition					
Total Capital Projects Detail	3,280,913.03	4,604,797.00	430,693.48	5,211,630.82	2,674,944.69
					7,708,174.20

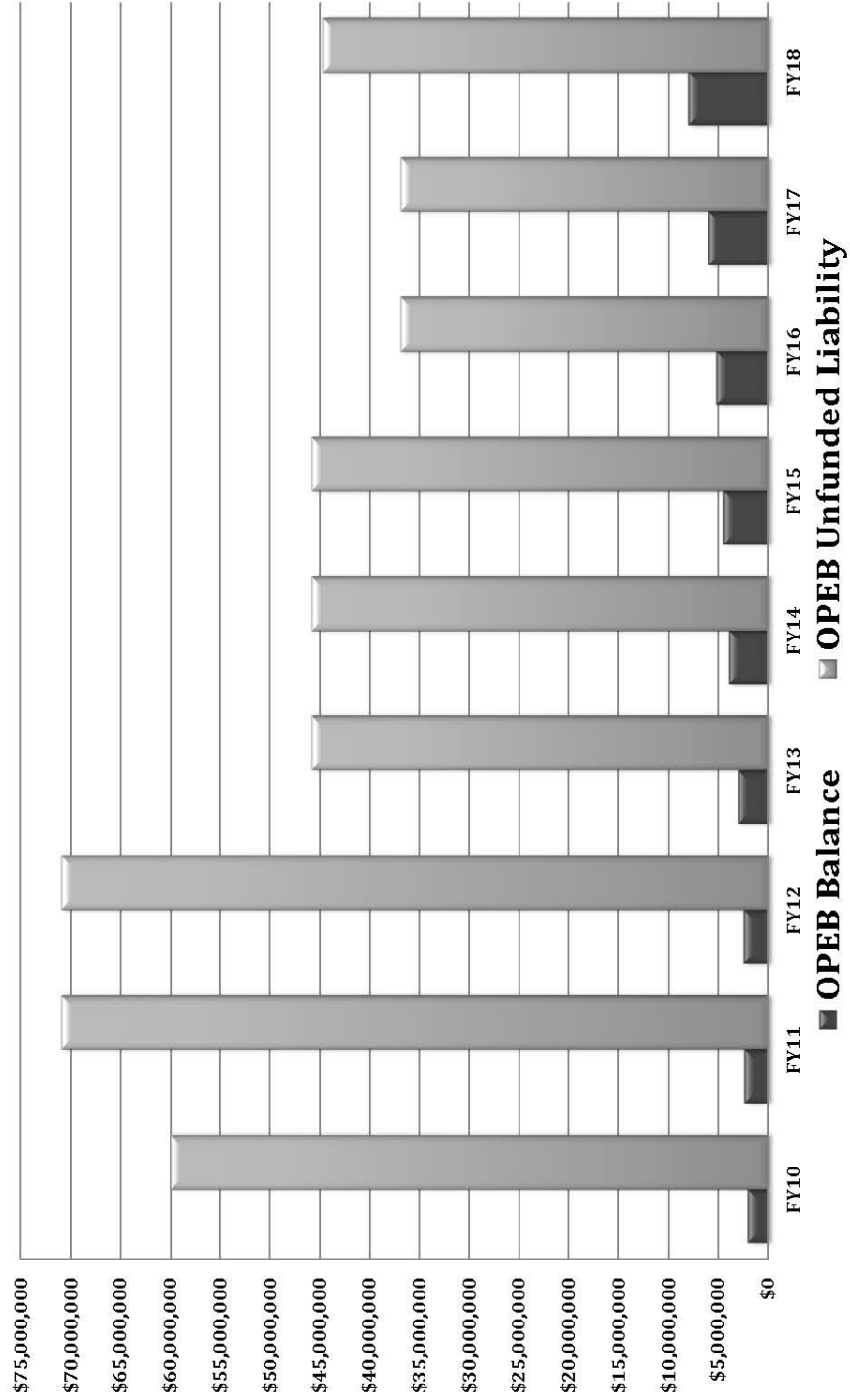
Town of Bedford Trust & Agency Fund Detail Period Ending 06/30/2018						
Non-Expendable Trust Funds	Non-Expendable Principal Balance	Balance 07/01/2017	Revenue	Expenditures	Transfers	Balance 06/30/2018
Selectmen / Town Manager						
Founders & Patriots	500.00	7,242.93	118.79			7,361.72
Hartwell House	35,117.00	86,080.49	1,415.53			87,496.02
Selectmen / Town Manager Total:	35,617.00	93,323.42	1,534.32	0.00	0.00	94,857.74
School Department						
Harriet M. Mudge	14,639.00	210,325.63	4,060.04	6,000.00		208,385.67
School Department Total:	14,639.00	210,325.63	4,060.04	6,000.00	0.00	208,385.67
Department of Public Works						
George & Clara Blinn-Cemetery	200.00	267.36	4.96			272.32
Lillian Dutton Memorial-Cemetery	85.00	125.42	2.20			127.62
Emma J. Phelps-Cemetery	1,000.00	12,338.65	213.80			12,552.45
Department of Public Works Total:	1,285.00	12,731.43	220.96	0.00	0.00	12,952.39
Bedford Public Library						
George & Clara Blinn	2,000.00	9,865.12	943.55			10,808.67
Edwin Brooks	4,251.00	30,092.91	2,879.21			32,972.12
Sarah Hartwell Bryant	25.00	1,331.50	127.36			1,458.86
Kirsten Carr	700.00	6,209.34	590.09	85.43		6,714.00
Lawrence Braverman	585.00	1,455.54	139.22			1,594.76
Fannie S. Cutler	700.00	68,379.59	6,433.10	1,881.91		72,930.78
Samuel Davis	500.00	2,996.17	286.56			3,282.73
Jeremiah Fitch	3,000.00	20,581.78	1,968.51			22,550.29
Wallace Gleason Webber	1,000.00	5,407.94	517.23			5,925.17
Franklin S. Lane	500.00	3,383.78	323.64			3,707.42
Lawrence	100.00	1,446.48	138.36			1,584.84
E. G. Loomis	1,000.00	2,301.29	220.10			2,521.39
William J. Niles	5,000.00	142,151.35	13,596.02			155,747.37
Fannie Wood Prescott	23,827.00	318,698.16	29,872.37	23,700.54		324,869.99
James Salloway	150.00	1,239.89	118.60			1,358.49
Mansur Estate	15,000.00	23,582.93	2,279.62	982.28		24,880.27
Bedford Public Library Total:	58,338.00	639,123.77	60,433.54	26,650.16	0.00	672,907.15
Recreation Department						
Goodwin Charity (Recr Camperships)	2,499.00	92,867.17	2,122.59			94,989.76
Recreation Department Total:	2,499.00	92,867.17	2,122.59	0.00	0.00	94,989.76
Non-Expendable Trust Funds Total:	112,378.00	1,048,371.42	68,371.45	32,650.16	0.00	1,084,092.71

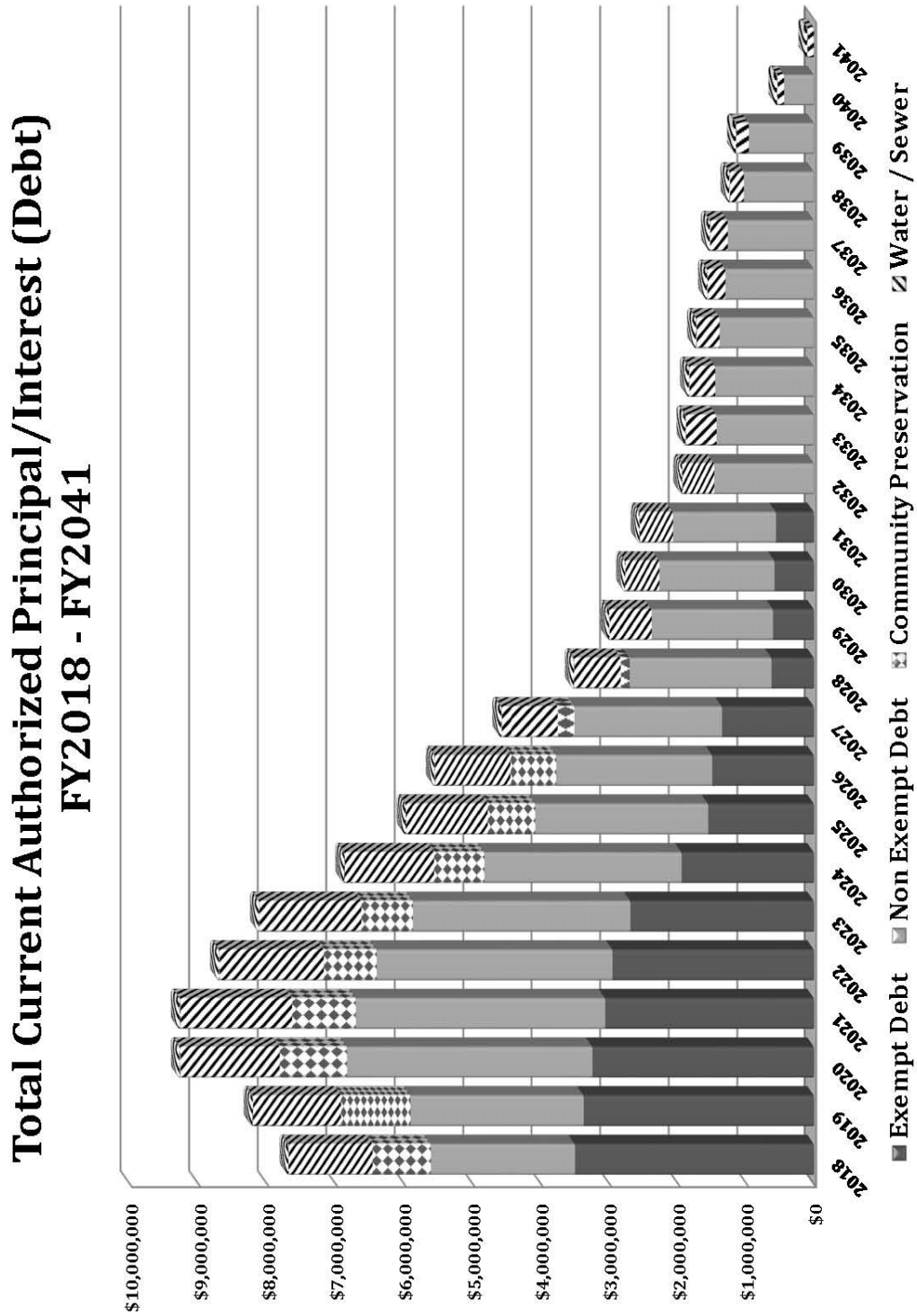
Town of Bedford Trust & Agency Fund Detail Period Ending 06/30/2018					
Expendable Trust Funds	Balance 07/01/2017	Revenue	Expenditures	Transfers	Balance 06/30/2018
Selectmen / Town Manager					
Hanscom Area Traffic	1,584.87	26.11			1,610.98
Bedford Munic Afford Housing Trust	234,013.23	7,862.30	3,000.00	-3,732.00	235,143.53
BMAHT-Condo Buydown	128,760.90				128,760.90
BMAHT-Village/Bedford Woods Foreclosure	175,446.00				175,446.00
BMAHT-Rental Assist Prog-Metrowest HOME	0.00	750.00	4,482.00	3,732.00	0.00
BMAHT-CPA/Ashby Place Kitchen/Bath Replcmt	0.00				0.00
Selectmen / Town Manager Total:	539,805.00	8,638.41	7,482.00	0.00	540,961.41
Finance Department					
Dental Claims Trust Fund	222,333.82	447,571.10	432,715.00		237,189.92
Seniors At Home Fund	2,311.49	38.51			2,350.00
Stabilization Fund	4,209,709.82	182,453.52		500,000.00	4,892,163.34
Bond Premium Stabilization Fund	459,099.65	6,170.82		-78,469.00	386,801.47
Health Claims Trust Fund	0.00				0.00
OPEB Post Empl Benefits Liab Trust	6,940,818.54	500,000.00		593,990.00	8,034,808.54
Pension Fund	964,241.95	145,557.15		-66,000.00	1,043,799.10
Sick Leave Buy Back Compensation	427,130.59			25,000.00	452,130.59
Finance Department Total:	13,225,645.86	1,281,791.10	432,715.00	974,521.00	15,049,242.96
Police Department					
Law Enforcement Trust-State	1,158.79		751.72		407.07
Law Enforcement-DEA	190,827.56	3,055,715.99	264,836.94		2,981,706.61
Treasury-Law Enforcement Trust	55,454.80	777.75	11,307.24		44,925.31
Police Department Total:	247,441.15	3,056,493.74	276,895.90	0.00	3,027,038.99
Conservation Commission					
Conservation Fund	56,203.40	925.07	3,725.00		53,403.47
Conservation Commission Total:	56,203.40	925.07	3,725.00	0.00	53,403.47
Department of Public Works					
Shawsheen Cemetery Chapel	21,227.94	412.61			21,640.55
Sale of Lots	803,827.72	35,496.26	42,497.08		796,826.90
Cemetery Improvement	147,700.04	12,351.87	5,809.55		154,242.36
Industrial Area Sewer	12,950.68	234.47			13,185.15
Department of Public Works Total:	985,706.38	48,495.21	48,306.63	0.00	985,894.96
School Department					
Ellen A. Boynton	27,010.76	445.46			27,456.22
High School Scholarships	83.25	1,017.58	1,000.00		100.83
Marion E. Hunt Scholarship	10,692.92	175.44			10,868.36
School Department Total:	37,786.93	1,638.48	1,000.00	0.00	38,425.41
Bedford Public Library					
William C. Britton	6,625.12	453.60	2,136.42		4,942.30
General Fund	2,145.44	8,298.99	1,967.31		8,477.12
A.E. Brown-Reprint	1,353.70	140.31			1,494.01
Nell Seften Stegmaier	4,574.31	175.42	3,013.00		1,736.73
Tirzah J. Sweet	4,454.70	164.04	3,013.00		1,605.74
Charles S. Hume Fund	0.00	83,600.00			83,600.00
Bedford Public Library Total:	19,153.27	92,832.36	10,129.73	0.00	101,855.90
Expendable Trust Funds Total:	15,111,741.99	4,490,814.37	780,254.26	974,521.00	19,796,823.10

Town of Bedford Trust & Agency Fund Detail Period Ending 06/30/2018					
Agency Performance Bonds	Balance 07/01/2017	Revenue	Expenditures	Transfers	Balance 06/30/2018
Conservation Commission					
8 Minuteman Drive-Richard Broglino	6,700.00				6,700.00
56 Evergreen Ave-Melanson Dev. Group	1,800.00				1,800.00
150A, 158-162 South Rd-Masskey Dev. Corp	4,600.00				4,600.00
175 South Rd-Peter T. Salem	2,000.00				2,000.00
14 Bonnievale Dr-Yukon Development	0.00				0.00
13 Bonnievale Dr-CBC Realty Invest C.B. Cronin	3,000.00				3,000.00
7 Alaska Ave-Springs Rd Dev, David Bernstein	4,000.00				4,000.00
Bedford Montessori School - 8 Alfred Circle	0.00	1,000.00			1,000.00
WTE Corporation - 7 Alfred Circle	0.00	1,000.00			1,000.00
18 Washington Street - Greg Gardner	0.00	1,700.00			1,700.00
Conservation Commission Total:	22,100.00	3,700.00	0.00	0.00	25,800.00
Planning Board					
Selfridge Road Extension	13,319.42				13,319.42
Concord Road/BMAHT	0.00				0.00
Gregory Drive - Samiotes Consultants	0.00	2,000.00			2,000.00
Freedom Estates LLC	63,600.00				63,600.00
McDonough Subdivision	0.00				0.00
Selfridge Road Extension	0.00				0.00
Page Hill Lot Rel-Shandel Investments	283,000.00				283,000.00
McDonough Subdivision	0.00				0.00
Bedford Municipal Afford Housing Trust	0.00				0.00
Planning Board Total:	359,919.42	2,000.00	0.00	0.00	361,919.42
Agency Performance Bonds Total:	382,019.42	5,700.00	0.00	0.00	387,719.42

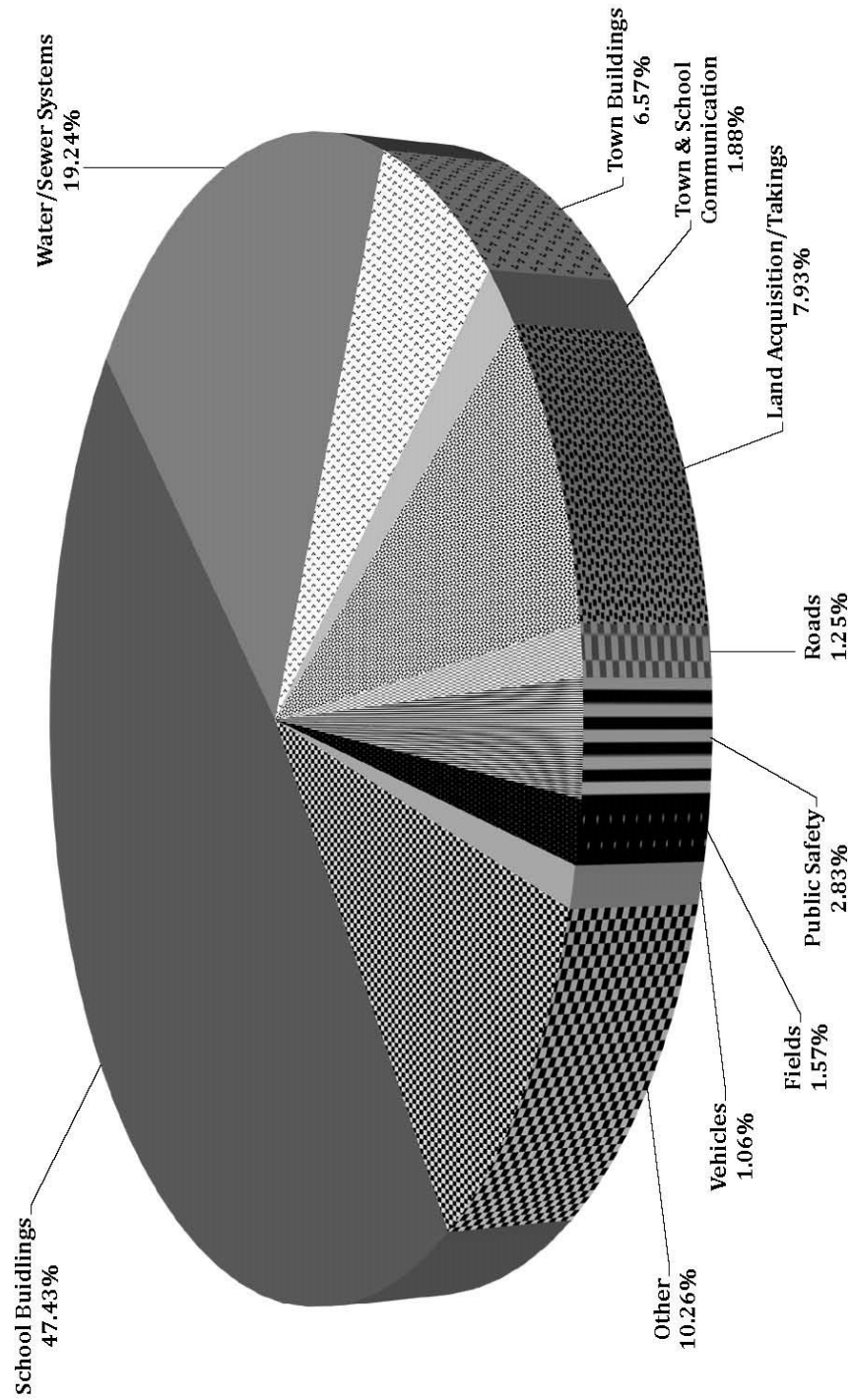


Other Post Employment Benefits (OPEB) FY2010 - FY2018

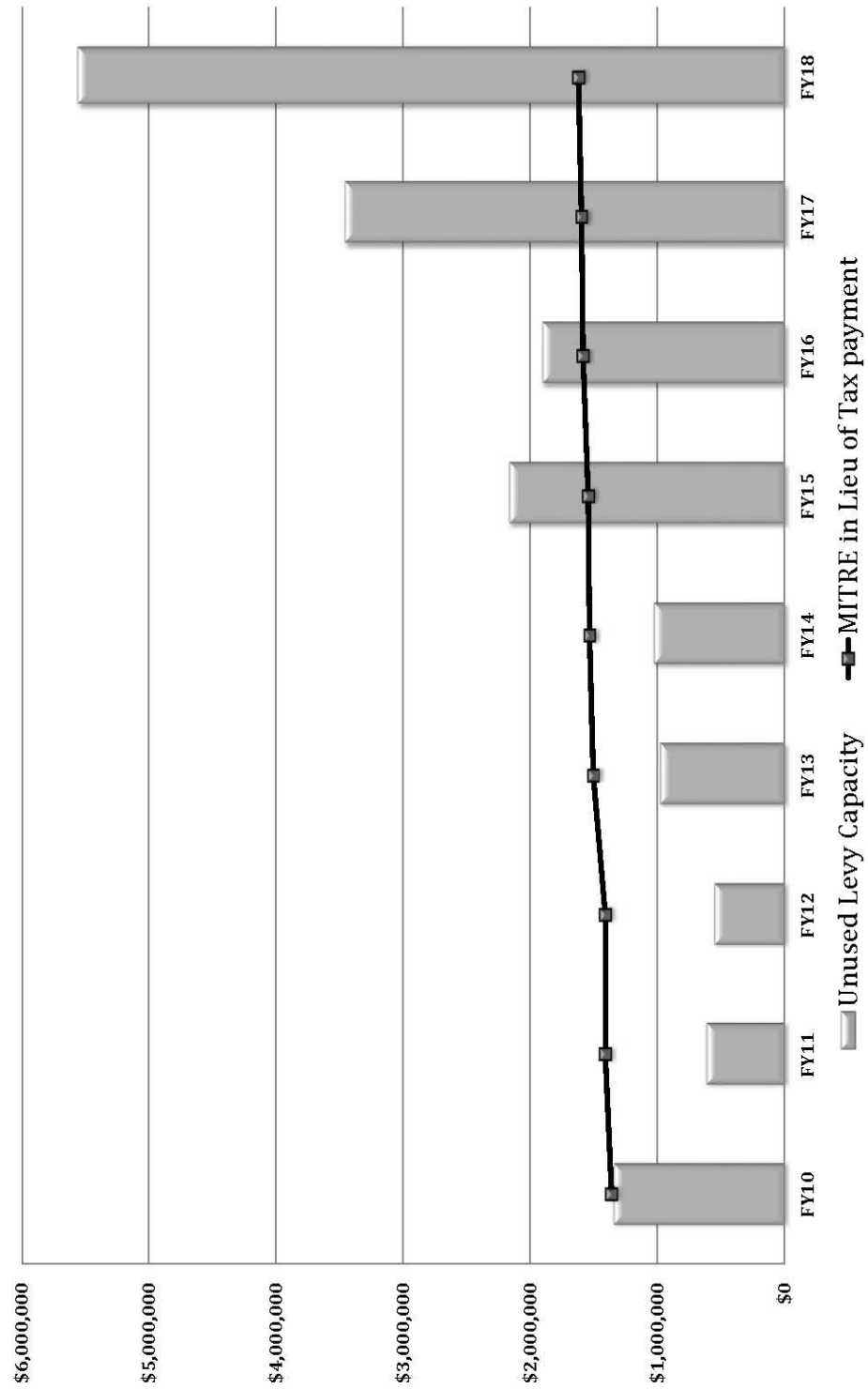


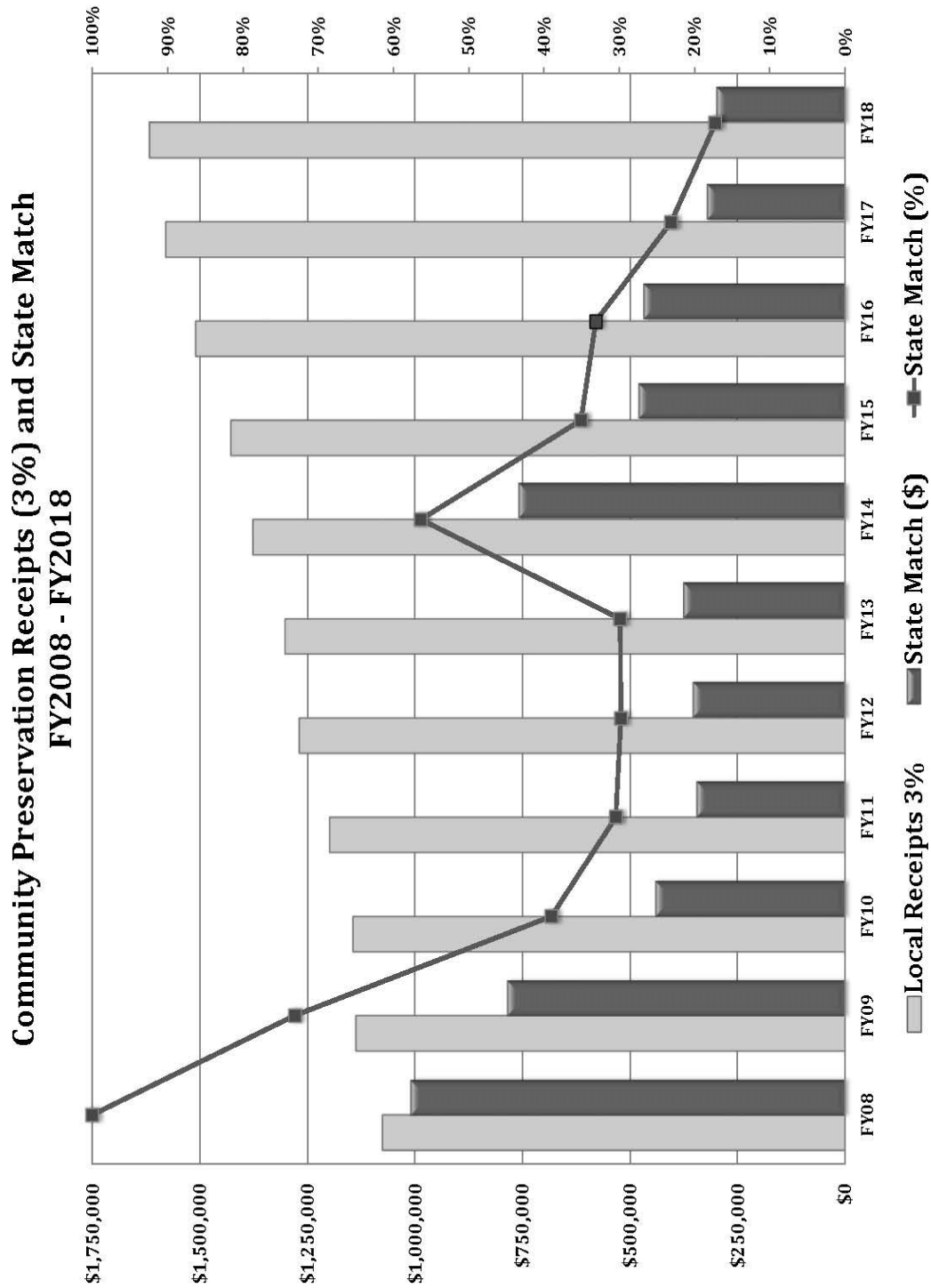


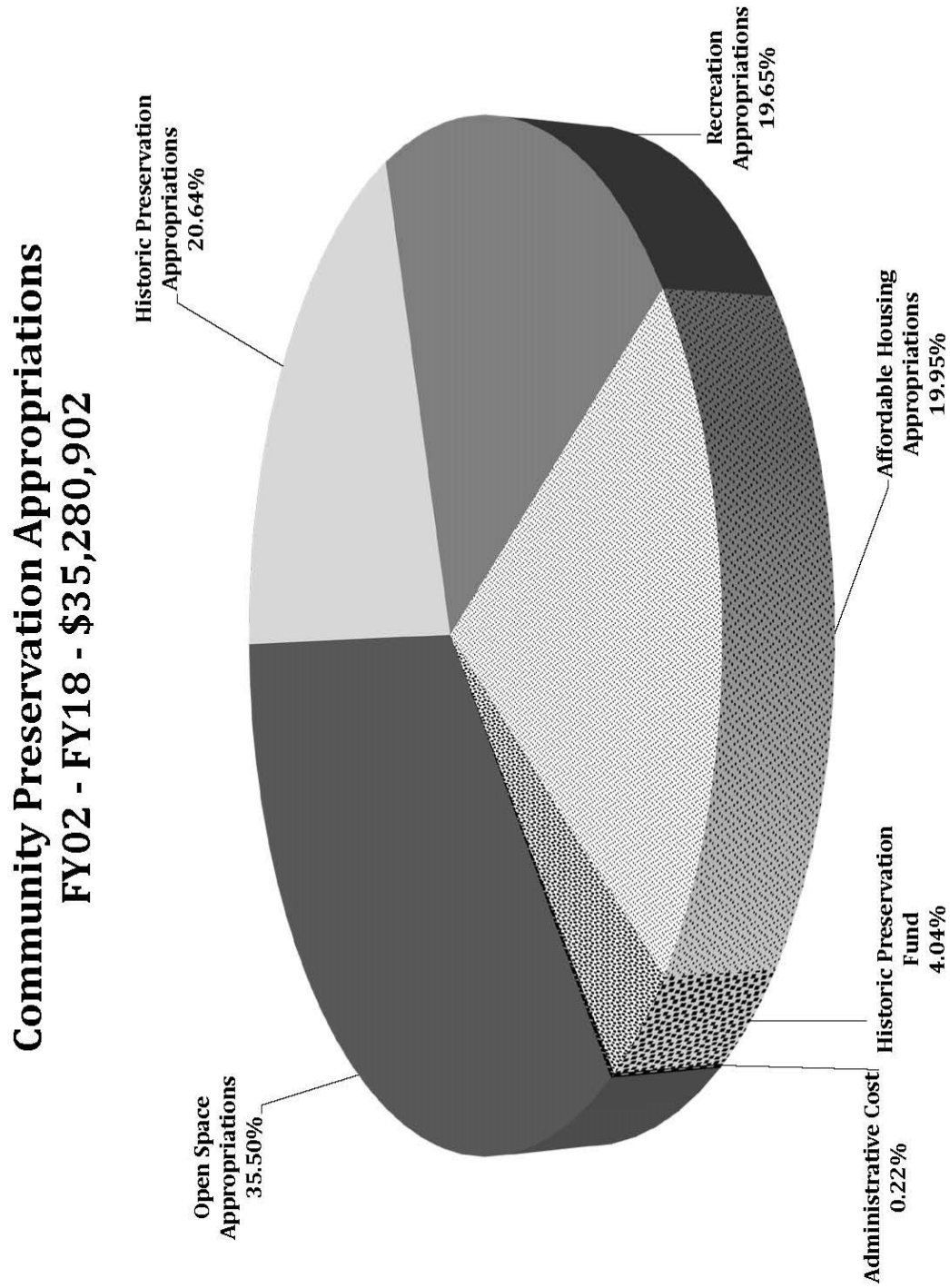
**Total Outstanding Principal/Interest (Debt) - by project
FY2018 - FY2041 (\$100,785,013)**



Unused Tax Levy Capacity FY2010 - FY2018







PUBLIC SAFETY

Fire Department

David Grunes, Fire Chief

The Bedford Fire Department was established 190 years ago. The “Bedford Fire Establishment” was created by the Town Selectmen in March of 1828. The Fire Establishment purchased the first fire “engine” for the Town, which was a hand-drawn fire pump nicknamed the “Eagle.” The department was established to provide fire protection to the citizens of Bedford. Our mission has grown over the years with emergency medical services, hazardous material incidents, and rescues becoming integral components of our core mission.

In the early 1900s, the department responded to an average of 10 fires a year; 50 years later, in the late fifties, the department was averaging 225 calls a year. We now respond to approximately 3,300 incidents annually protecting the citizens of Bedford as well as the thousands of people who enter the Town each day to work in the many commercial and industrial firms located here. The diversity of the community presents a set of challenges to the department that we strive to meet.

Mission Statement

The Bedford Fire Department is a professional and dedicated organization that is constantly evolving to meet the ever-changing demands of the community. Our organization is guided by moral and ethical principals in providing the highest level of quality of services, training/professional development, fiscal responsibility and direct community interaction and involvement.

We are forever committed to successfully responding to and mitigating the challenges of fire, rescue, medical emergencies, hazardous materials, disaster preparedness and national

security by promoting fire prevention, public education and community risk reduction.

Fire Department Performance Guarantee

As an organization and as individual members of the Bedford Fire Department, we care about the people we serve. We will do the things we say we will; try to do them to the best of our ability every time; and protect the lives and the property of the people who reside, work, and pass through Bedford.

FY18 Highlights

The Department received delivery of a new fire engine in January 2018. Several of the Fire Officers and Firefighters were instrumental in the design of the new truck. The truck can be recognized because of the large Bedford Flag incorporated into the rear window on the driver’s side of the vehicle. Highlighting the firefighters pride in the community.

The continued transition to Fire Department supplied advanced life support is on schedule. Currently three of the four groups are staffed with paramedics, attrition over the next 18 months should allow for the final group to obtain paramedic staffing. The original transition plan provided for full coverage five years following implementation in September of 2015. We are on schedule to meet this goal. The ambulance revenue and expenses included in the transition is also reaching the benchmarks set for the transition.

The Department responded to over 2,640 emergencies and 3,314 total incidents during FY18.

PUBLIC SAFETY

Fire Department

The rest of the breakdown of responses is as follows:

		<u>FY18</u>	<u>FY17</u>	<u>FY16</u>	<u>FY15</u>	<u>FY14</u>
Fires and/or Explosions		32	39	27	39	50
Rescue & Emergency Medical Service		1,526	1,556	1,443	1,428	1,445
Hazardous Conditions (No Fire)*		288	176	250	204	150
Service Calls*		251	226	222	251	206
Good Intent Calls		113	102	101	96	102
False Alarms and False Calls		430	429	415	436	407
Other Types of Incidents		674	747	713	668	758

* A spike in a single year of Hazardous Conditions and Service Calls is typically weather related and would include an extraordinary amount of power wires down from the pole, flooding issues and similar type incidents.

There were 722 permits issued by Fire Prevention during FY18.

FY19 Projections

The Fire Department along with Town partners will be working on updating the program study and evaluation of the existing fire station. Growth within Bedford, changes to the Fire Department's responsibilities based on community demand over the past twenty years and changes in technology have strained the infrastructure of the current building.

The building was built in the late 1940s and has undergone several renovations to keep up with the needs of the Town, the most recent in 1998. Continued evaluation is necessary to provide the tools necessary to meet our mission.

We look forward to the challenges that FY19 will bring and are always preparing to meet them. In keeping with planning *before* disaster strikes, the Fire Department hopes Bedford residents will make fire safety a daily activity.

The Fire Department urges residents to keep smoke detectors and carbon monoxide detectors clean and working properly, test them once a month, never leave candles unattended, maintain gas grills, store flammables in proper spaces and containers, and change the smoke detector batteries when we change the clocks.



Bedford Fire Department , Fire Truck, Engine 4

PUBLIC SAFETY

Police Department

Robert Bongiorno, Police Chief

Department Overview

Throughout FY18, the Police Department continued to take on more challenges in an effort to meet the demands of the citizens of Bedford. The Department will continue to evolve in FY19 to meet the changing needs of our community. We continue to improve and enhance community partnerships; intelligence led policing initiatives, and refining training to maximize the effectiveness of our organization, all the while continuing our commitment to ensure the safety of all members of our community. The department operates under a community policing philosophy that encourages citizen participation in solving problems of crime, fear of crime and quality of life issues.

Organizationally, the department is divided into operational and detective functions. A command staff of two lieutenants assists Chief Robert Bongiorno in strategic planning, budgeting, and operations. The Lieutenants administer the Operations Division and the Detective Division

<u>EMPLOYEE STATISTICS</u>	
Full Time Officers	29.0
Administrative	1.5
Emergency Communications Officers	8.0
School Crossing Guard	0.5
Animal Control Officer	1.0
Traffic Supervisors	13.0

FY18 Highlights

FY18 was a very busy year for the men and women of the Bedford Police Department. The Bedford Police Department's Community Services Unit has continued to be a huge success. The Unit is committed to identifying causes of crime, disorder and quality of life issues in the Town of Bedford. It is responsible for traffic initiatives, crime prevention, public relations, and the support of community problem solving activities by the Police Department Patrol Division.

During FY18, the Unit supported and sponsored such popular programs as Citizens Police Academy, Bedford Day, RAD, Bicycle Safety, Safe Driving, Alcohol Awareness, Safe Routes to School, Child Safety Seat Installations, Council on Aging Programs, Community CPR, National Night Out, Police Station Open Houses and many more. Also the Unit conducted tours of the station, public speaking and met with citizens, religious organizations and business groups.

The Department continues to improve on the use of social media; on our website the Department continues to post the monthly call logs, video, news, photos and much more. Recently, in an effort to maintain transparency with the community, the department posted our most vital police policies. We invite the community to visit our new and ever improving website. The Department continues to use a number of social media initiatives to communicate with and keep the public informed. The Department uses Twitter, Facebook and YouTube to post press releases, photos, scam information as well as video Public Service Announcements. Also, the Department has updated its Smartphone App that the public can download, called MYPD, it can be downloaded from an Apple or Android

PUBLIC SAFETY

Police Department

App stores. Through this App, you can get directions to the station, email a member of the Department, follow our latest tweets, or link to our mobile website. The Department will continue to utilize 21st century technology to stay connected with our residents and we will continue to build community bonds that foster trust between the police and the community we serve. The Bedford Police Department maintains its strong partnership with Communities for Restorative Justice (C4RJ) which is a community-police partnership that offers restorative justice to those affected by crime. This program allows for Bedford to address victim's needs and treat offenders in a new way. The Bedford Police Department also collaborates with ten police departments and the Domestic Violence Service Network (DVSN) to provide outreach and direct support to victims of domestic abuse.

The Bedford Police Department will continue to prioritize these programs that will advance our community policing philosophy, goals and initiatives. Traffic continues to remain one of the biggest concerns for the residents of Bedford. In FY18 the Department continued to partner with the Governor's Highway Safety Program to receive funding to conduct increased traffic enforcement in the areas that create the biggest hazards on the roadways throughout our community. Through this limited state funding, we were able to concentrate on speeding vehicles, drunk driving and seat belt usage. In FY18 the Bedford Police Department again partnered with Middlesex Community College on a Service Learning Project with students from the Criminal Justice Program. Additionally, the police department and college partnered on a unique initiative in which the college fully funds the assignment of a police officer to their campus. In FY16, Officer Craig Naylor was

assigned as the Campus Resource Officer at Middlesex Community College. The partnership, unique to higher education, allows our officer to serve as a resource to the larger college community of students, faculty, and staff. While the assignment provides a security presence for the state's largest community college, it also allows for enhanced community interaction and communication.

Police Departments in eight Middlesex County communities including the Bedford Police, have joined together to share resources and better manage cases for mental health and a Regional Jail Diversion Program, secured a five-year \$135,000 Massachusetts Department of Mental Health (DMH) grant to fund the continuation and expansion of their initiatives. The police partnership, developed through the Concord District Court and the Regional Jail Diversion Program, is managed by departments in Bedford, Lincoln, Stow, Concord, Lexington, Acton, Carlisle, Maynard and Hanscom Air Force Base. They are committed to assisting people with mental health difficulties and diverting them from the criminal justice system. The Massachusetts Executive Office of Health and Human Services' Department of Mental Health awarded the coalition the grant, which will be broken up over the next three fiscal years. The coalition will receive \$45,000 in fiscal 2016, 2017 and 2018. There is potential for renewal for fiscal years 2019 through 2023. As part of the coalition's innovative model, police departments will work with a Clinical Coordinator, who will manage the Jail Diversion Program across all communities. The primary role of the Clinical Coordinator will be to train officers in Mental Health First Aid (MHFA) and to serve on the Crisis Intervention Team (CIT). The coordinator will also work with each department to create a diversion strategy that

PUBLIC SAFETY

Police Department

is appropriate for any individual who comes in contact with police. The coalition partnered with Eliot Community Human Services, which will provide MHFA and CIT training on an annual basis.

The department continued to partner with other Town departments in our efforts toward anti-bullying programs, youth activities programs, and the all night graduation. The largest effort to support our youth in Town continues to be our School Resource Officer Program. This remains a top priority in our commitment to provide the youth a safe and healthy environment in the school setting. For FY18, working in partnership with the Bedford Public Schools, we were able to fund a full time police officer to work in the district, to enhance our existing coverage. The Bedford Police Department will continue to maintain, and enhance the partnership we have formed with the Bedford Public Schools. We will also seek to maintain and enhance partnerships with all Town departments with the goal of providing the best service to the residents of our community.

The Bedford Police Department led efforts for more than a dozen Middlesex County law enforcement agencies to join the White House led Data Driven Justice (DDJ) initiative, focused on reducing the number of mentally ill individuals awaiting trial in local jails. Mental health related incidents remain the most common challenge faced by Bedford Police Officers. This initiative will lessen the burden on the criminal justice system by diverting these vulnerable members of our community into the appropriate programs instead of jail cells.

The Bedford Police Department worked with other area communities in the formation of the

Central Middlesex Police Partnerships (CMPP). This initiative strives to reduce the availability of illicit opiate drugs on the supply side. The goals will be to work collaboratively on education, prevention and intervention strategies. This CMPP initiative brought together law enforcement, Bedford Youth and Family Services, the Board of Health, schools, treatment centers, and others to proactively engage in outreach activities to provide support/resources to substance users their families and other loved ones. In FY18, our Jail Diversion Coordinator/ Clinician will continue to work directly and collaboratively with the Bedford Police and our regional partners to address and support the mental health and substance abuse needs of people coming into contact with law enforcement. By working together, the clinician and police officers can respond more effectively to residents dealing with mental illness and substance abuse.

The Bedford Police Department in FY17 also joined the Police Assisted Addiction and Recovery Initiative (PAARI). PAARI has grown into a nationwide moment of law enforcement and service providers with a unified mission to save lives, and increase access to treatment with individuals suffering from the disease of addiction.

FY18 Statistics

Fiscal Year 2018 the Bedford Police Department logged 14,891 calls for service, the majority of which involved services other than responding to crimes. Customer service will continue to be a priority within the Bedford Police Department. Our motto of "Serving the Community with Pride" will continue to guide this department into the 21st century. In FY18, 80 people were arrested; this represents a decrease of approximately 25% from FY17. This decrease is reflective of our community

PUBLIC SAFETY

Police Department

based initiatives aimed at diverting those eligible individuals away from the Criminal Justice system. In FY18, 2,135 citations were issued. The Department continues increased traffic and parking education to meet the growing concerns of our citizens. Traffic continues to be one of the greatest areas of complaints to the department. We will continue to partner with the Bedford Fire Department, Department of Public Works and Town Manager and continue to meet regularly to evaluate and address the traffic concerns of our residents and commuting public.

<u>Calls For Service*</u>	<u>FY17</u>	<u>FY18</u>
Motor Vehicle Crashes	271	281
Hit and Run Investigations	43	53
Alarms	520	485
Larceny	72	54
Domestic/Family Disputes	62	62
Child Passenger Seat Installs	42	36
Restraining Orders	86	114
Disturbances	109	121
Noise Complaints	109	94
Breaking and Entering	13	12
Breaking and Entering M/V	9	27
Vandalisms	28	20
Elder Affair Encounters	19	23
Totals Calls for Service	16,121	14,891

***The Calls for Service chart is a sample of police responses for the fiscal years.**

	<u>FY 17</u>	<u>FY18</u>
Citations Issued	2,389	2,135
Warnings	1,601	1,262
Civil	568	269
Criminal	171	109
Arrests	49	37

FY19 PROJECTIONS

The Department concluded its third round of strategic planning using analytical data to drive decision making as it relates to the development of valuable police resources. This strategic planning process will continue in FY19 and bring together technological tools, management practices, real-time data analysis, problem solving and intelligence-led policing that ultimately will lead to *results* - crime reduction, a more efficiently run police department, and modern and innovative policing.

The Bedford Police Department will continue to participate in traffic safety grant mobilizations. Throughout FY19 we will seek state and federal grant funding to increase police patrols to target aggressive drivers, drunk drivers and seat belt violators. The goal is to participate in these grants, making the streets of our community safer to travel.

The Bedford Police Department embraces and is committed to the philosophy of community policing. The concept of partnering with the community to solve problems of crime, fear of crime and the quality of life issues has been institutionalized in the department. In FY19, the department will continue to offer a number of community policing programs to the public designed to provide citizens with tools, information and skills in solving those problems. We will continue to partner with

PUBLIC SAFETY

Police Department

other Bedford Town departments to expand and create new programs in the community. The Bedford Police Department will continue to partner with the Bedford Fire Department and the Middlesex County Sheriff's department in providing another free summer camp for Bedford children at the Sheriff's Academy in Chelmsford. The Bedford Police Department will also continue to install child passenger car seats. Our certified technicians will thoroughly inspect child car seats for wear and effectiveness and install them properly to assure the safest ride for our children.

The Department will continue to explore ways to optimize limited police resources. FY16 saw the successful partnership with the Town of Lexington on the regionalization of Animal Control services. This regionalization has maximized coverage for Bedford in a more cost effective manner.

Unfortunately, with the ongoing state budget cuts the community policing grant has been eliminated for police agencies state wide and most of our communities policing programs face elimination in FY19. Although we are faced with this realization, it will not deter the Bedford Police Department from facilitating open dialogue with residents to address issues and challenges facing our community.

Accreditation

In FY17, the Bedford Police Department earned full accreditation from the Massachusetts Police Accreditation Commission (MPAC). Accreditation is a self-initiated evaluation process by which police departments strive to meet and maintain the highest standards of law enforcement, and is considered the best measure of a police department against the established best practices around the country and region. The process is long and vigorous. It

involves both an internal self-review and an external assessment by an MPAC team of experts. The Bedford Police Department was previously awarded "certification" status by MPAC in 2010 and was re-certified two more times since then. Under the leadership of Lieutenant Graham, the department was assessed earlier this year by a team of commission-appointed assessors. The Assessment Team found the department to be in compliance with all applicable standards for accreditation. To conduct the initial self-assessment and prepare for the on-site review of the 246 mandatory standards and 83 optional standards by the Commission, Chief Bongiorno appointed Lt. James Graham to serve as the department's Accreditation Manager and Officer Marc Saucier to serve as the Assistant Accreditation Manager.

The MPAC program requires that departments meet all the mandatory standards and percentage of the optional requirements. These carefully selected measures include: Jurisdiction and Mutual Aid, Collection and Preservation of Evidence, Communications, Working Conditions, Crime Analysis, Community Involvement, Financial Management, Internal Affairs, Juvenile Operations, Patrol Administration, Public Information, Records, Traffic, Training, Drug Enforcement and Victim/Witness Assistance.

The commission offers two program awards: certification and accreditation, with accreditation the higher of the two. Accreditation is granted for a period of three years, after which the department must be re-assessed and re-accredited. Participation in the program is strictly voluntary.

Regional Police Initiatives

North Eastern Massachusetts Law Enforcement Council (NEMLEC)

PUBLIC SAFETY

Police Department

The Bedford Police Department is a member of the North Eastern Massachusetts Law Enforcement Council (NEMLEC). The Council is a consortium of fifty-one police departments in Middlesex and Essex Counties, as well as the Middlesex and Essex Counties' Sheriff's Offices. The members of the organization operate pursuant to an inter-agency mutual aid and assistance agreement to share resources and personnel to enhance public safety in a fiscally responsible manner. As part of the agreement, each member commits resources from its law enforcement agency to assist other members in an effort to increase and improve their capabilities and capacities.

NEMLEC is comprised of a Regional Response Team (RRT), which includes a Tactical Unit, Special Weapons and Tactics Unit (SWAT), K-9 Unit, and School Threat Assessment and Response System (STARS), Motor Unit, Bicycle Unit, Accident Reconstruction Unit, and a Crime Scene Unit. Officers associated with the various units receive specialized training in crowd/riot control, crisis negotiations, response to school violence, use of specialized weapons, drug interdiction, and many other areas of specialization within the law enforcement profession.

Currently, we have officers assigned to the RRT Unit, SWAT, Motor Unit, STARS, and Drug Interdiction Unit.

School Threat Assessment and Response System

The School Resource Officers are assigned to the Bedford High School. The officers utilize the School Threat Assessment and Response System (STARS), a comprehensive program to prepare, assess, respond, and strive to prevent threats of violence in schools. This initiative is accomplished through mobilizing regional

resources that recognize the individual uniqueness and integrity of Bedford schools.

This multi-tiered assessment and response system is designed to provide local officials in Bedford access to specialized resources developed through a collaborative effort. Utilizing the STARS' Protocol, incidents and threats are addressed through response classifications involving varying degrees of consultation, readiness, and intervention.

Once STARS is initiated, local responses are augmented by NEMLEC's regionally coordinated resources including access to personnel and experts with specialized skills, planning and training opportunities, communications systems, equipment and advanced technologies, and protocols for program and techniques evaluation.

Awards and Ceremonies

The Bedford Police Department held its fifth annual awards ceremony in FY18. It is essential for a police department to impose internal discipline as well as promote outstanding performance. In recognition of actions taken by our police officers and community members, we commend several individuals who performed outstanding tasks to support the police department's mission and to make our community stronger and safer. The following Officers were presented with the department's Certificate of Commendation, an award given for officer's involved in incidents that show commitment and dedication to the public; Officers Abajian, Barry, Dineen, Devine, Henckler, French, Isnor, Maloney, Waite, Naylor, and Weisenborn and Detectives Martin and Saucier. The following Sergeants received awards; Wardwell, L'Heureux, Saunders, Towle, Undzis and Vitale. The following Lieutenants received awards; Jones and

PUBLIC SAFETY

Police Department

Graham. The following Emergency Communication Officers received awards; Vinciulla, Dooley, Foy, Dooley and Newman. Additionally, the department gave out Spirit awards to members of the department for their inspiration, motivation and dedication to police service through this year's youth basketball program. Those honored include; Officers Abajian, Barry, Busa, French, Isnor, Maloney, Martin, Pike, Kennedy and Waite. Sergeants Wardwell and Vitale. Emergency Communication Officers; Brooks, Brickey and Vinciulla. Also participating was Animal Control Officer Leskouski. Also receiving Civilian Awards were Nikki Taylor and Christopher Wesinger for their actions in a lifesaving action. The Department also

recognized long time Town Manager Richard T. Reed for his 30 years of leadership to the Town of Bedford and his continued support of municipal law enforcement.

Closing

The dedicated men and women of the Bedford Police Department would like to thank the residents of Bedford for their continued support in accomplishing the department's mission of serving the community with pride. The department remains committed to provide the best public safety service and improve the quality of life for all of our residents.

Code Enforcement

PURPOSE

The Code Enforcement Department is a public safety office that enforces all applicable codes, laws and regulations to ensure all residential and commercial buildings and structures are constructed and maintained in a safe and usable manner. This office enforces the Massachusetts State Building Code, 780 CMR and the Architectural Access Board Regulations, 521 CMR along with the Massachusetts Electric, Plumbing & Gas Codes and any other applicable rules, regulations and laws related to building construction and safety.

This office also enforces the Zoning By-laws. These by-laws are used to control, among other things, density, parking, height and location of buildings and structures, uses of buildings and structures, requirements for buildable lots, signs, earth removal and

overlay districts. The department also enforces the rules and regulations of Weights and Measures and certain aspects of the General By-laws such as the Sign By-law. Lastly, the Code Enforcement Department provides clerical support to the Conservation Commission, Zoning Board of Appeals (ZBA), Historic District Commission (HDC) and the Historic Preservation Commission (HPC).

EMPLOYEE STATISTICS

The Code Enforcement Office staffs six (6) full-time staff and two (2) part-time.

FY18 HIGHLIGHTS

Residential growth was strong again this fiscal year. The seventeen (17) residential unit sub-division at Evergreen Meadows is three quarters complete and the four lot sub-division on Willow Lane (formerly Gregory Drive) has been completed. Isabella Lane (off Chelmsford

PERMITTING AND LAND MANAGEMENT

Code Enforcement

Road) and Irene Road are nearing completion. This year, new homes surpassed teardown/rebuilds for the second time in a row with 20 new homes v. 13 teardown/rebuilds.

On the commercial side, tenant fit outs were completed for Edible Arrangements, Well Effect, Mitre, Instrument Labs and Homology. Tenant fit-outs for Bedford Market Place have slowed down considerably this past year.

The Code Enforcement Department collected over \$1,000,000 in permit/misc. fees this fiscal year. The enforcement of the zoning and sign by-laws is also an important aspect of the department's responsibilities and is always a large part in the day-to-day activities of the

office.

Miscellaneous	Number	Fees Collected
Admin./Fines	33	\$6,308
W&M Services	29	\$3,910
Site Plan Reviews	2	\$300
Zoning Opinions	2	\$200
Misc./Copying Fees	*	\$264
Subtotal	66	\$10,982
Grand Total		\$1,079,770

Code Enforcement Department Statistics		
Permits Issued	Number	Fees Collected
Building	614	859,831
Electrical	598	124,171
Plumbing	364	39,040
Gas	296	14,505
HVAC	94	10,185
Signs	20	5,923
Certificates of Inspection	76	3,498
Occupancy	103	5,300
Misc./Yard Sales	46	230
Fence Compliance Permits	24	1,200
Subtotal	2,235	\$1,063,883

Petitions Filed	Number	Fees Collected
Historic District Petitions	8	\$105
ZBA Petitions	42	\$4,800
Subtotal	50	\$4,905

Revenues for the Last Five Years	Fees Collected
2014	\$932,170
2015	\$935,171
2016	\$1,050,802
2017	\$763,947
2018	\$1,079,770

FY19 PROJECTIONS

Residential growth is anticipated to be strong again this fiscal year. Evergreen Meadows will be completed in early FY19. Other subdivisions such as Isabella Lane, Hosmer Way (off of Fox Run Road) are likely to be finished mid-FY19.

On the commercial side, 39 Crosby has the green light to start construction for a hotel. Also, 100 Crosby Drive is looking to redevelop their site by adding two buildings and a parking structure. 54 Middlesex Turnpike recently refurbished the exterior and shell and added two new entrances to make way for future tenants; including a potential restaurant. Over at the Bedford Market Place, Building C has several vacant tenant spaces that will hopefully be filled this year.

PERMITTING AND LAND MANAGEMENT

Code Enforcement

These potential projects plus the expected number of permits issued for additions, renovations and homeowner projects are expected to keep this office busy this upcoming fiscal year. Ongoing zoning and sign by-law enforcement will continue to be a priority for this office.

This office is committed to customer service and to be a source of information and

knowledge to the homeowners and contractors doing work in the Town of Bedford. The building codes and town by-laws can be confusing at times so I welcome anyone who has a question or is uncertain as to whether or not they need a building permit to please call our office so we can assist you or if you have access to the internet simply enter the address bedfordma.gov/code-enforcement for a

Planning Board

Shawn Hanegan, *Chair*;
Amy Lloyd, *Chair-elect*
Tony Fields, *Planning Director*
Catherine Perry, *Assistant Planner*

PURPOSE

The Planning Board is an elected, five-member board established under the provision of MGL C 41, § 81 A. The Planning Board is responsible for administering the Subdivision Control Law, reviewing commercial development site plans, drafting or reviewing zoning bylaw amendments, preparing the Town's Comprehensive Plan, undertaking other planning studies and special projects, approving special permits for residential cluster developments, planned residential developments, and mixed use developments, coordinating with regional transportation programs, working with the economic development coordinator, holding public hearings for work on designated scenic roads affecting trees or stone walls, and making recommendations on various other matters.

EMPLOYEE STATISTICS

Full-Time 3

FY 18 HIGHLIGHTS

- The Great Road Zoning Project continued, culminating in presentation of new zoning provisions for the business areas along the Great Road/North Road corridor at Annual Town Meeting. The great majority of changes were approved.
- The Board also shaped the draft zoning for the former Coast Guard property on Pine Hill Road, revising some details in discussion with interested parties after the Fall Special Town Meeting, for a successful vote at Annual Town Meeting.
- The Board supported Carleton-Willard's proposal to adjust certain metrics within the Nursing Care Facility zoning that applies to its campus and to add three small parcels. These changes, passed at Fall Special Town Meeting, will allow a limited expansion of the Independent Living component.
- Uses related to non-medical marijuana were the subject of another zoning public hearing, following which Annual Town Meeting voted for a prohibition.
- The Board conducted reviews of some interesting mixed-use development

PERMITTING AND LAND MANAGEMENT

Planning Board

proposals: a new hotel and coffee shop in front of an existing industrial/warehouse building at 39-45 Crosby Drive and a redevelopment for a bakery/café with an apartment at 36 North Road. Special permits were issued for both.

- Tim Gray left the Board at the end of the fiscal year and was replaced by Mark Siegenthaler, a veteran of both the Planning Board and the Selectmen. Kim Siebert also resigned as Recording Secretary and was replaced by John (Jack) Connarton.

GREAT ROAD ZONING PROJECT

The Board's work with its consultants and staff to reshape the zoning for the business areas along The Great Road/ North Road corridor continued through the fall and winter. A large amount of public input was received at a second workshop in December 2017 as well as at Bedford Day and other outreach efforts. As promised, the new zoning was brought to Annual Town Meeting in March 2018 and the majority of provisions were approved with the necessary two-thirds majority.

The new zoning replaces the Limited Business and General Business Districts in these areas with the Great Road District. It has four subdistricts to allow detailed rules to be tailored to the character of each of the business centers, named as Shawsheen, Marketplace, Center and North Road. The provisions include new sets of uses, dimensions and parking regulations and there is generally more emphasis on desired design features but more flexibility on uses. Zoning District boundaries have been adjusted to follow lot lines rather than being fixed distances from the road.

OTHER ZONING AMENDMENTS

Zoning amendments can be initiated by a variety of parties. In all cases, the Planning

Board is charged with holding a public hearing and giving a report with recommendations to Town Meeting. Zoning articles require a 2/3 vote to pass.

Pine Hill Overlay District

The Board worked with TR Advisors, the development company which owns the former Coast Guard housing site and is under agreement with the Town for its redevelopment, to craft suitable zoning. The aim was to facilitate a development that accords with the vision arising from the public charrette and RFP process while applying typical planning safeguards and expectations to its final design and layout. An overlay district, specifying a requirement for a special permit from the Planning Board, was seen as the best approach. At the Fall 2017 Special Town Meeting, residents reviewed the proposed zoning, discussed the density further (with some calling for more and some for less density) and raised some concerns about the wording on handicap accessibility/ universal design features and the setback from the side property lines. The proposed zoning at that time failed to get a two-thirds vote, so the Planning Board worked further with interested parties and brought to Annual Town Meeting a revised version which was passed.

Amendments to Nursing Care Facility Zoning

Carleton-Willard, which operates under this zoning category, wished to expand its campus onto three small lots on Old Billerica Road and construct up to twelve additional Independent Living units. This concept had been the subject of preliminary discussions with the Planning Board and the Board felt it was in line with the Town's housing goals as well as having the potential benefit of reducing curb cuts near an intersection. The proposal needed changes to

PERMITTING AND LAND MANAGEMENT

Planning Board

some of the metrics within the bylaw as well as approval of the use on the additional land. With the Planning Board's support, the proposal was passed at the Fall 2017 Special Town Meeting.

Zoning for Non-Medical Marijuana

Zoning approaches to uses related to non-medical marijuana became an issue following a State-wide ballot legalizing such uses. The Selectmen put forward both a moratorium and a prohibition for consideration, and the Planning Board held a public hearing. Having heard a variety of views, a majority of the Board preferred a moratorium without a prohibition as an initial step, to allow further study, but the 2018 Annual Town Meeting voted to proceed with a prohibition.

REVIEWS OF PROPOSED DEVELOPMENT

The Planning Board conducted detailed regulatory reviews as follows:

- **Special Permits** (advertised public hearings required) 39 Crosby Drive and portion of 45 Crosby Drive--construction of hotel and restaurant/coffee shop and retention of manufacturing building, with related parking and landscaping, under Industrial Mixed Use bylaw; approved November 6, 2017
- 36 North Road—redevelopment for bakery and café with one residential apartment and associated parking and landscaping, under North Road Mixed Use Overlay District; approved April 10, 2018
- The Board also made a recommendation to the ZBA on the special permit application for Carleton-Willard's expansion.

Special Permit Amendments (minor amendments do not require advertised public hearings)

- Evergreen Meadows Planned Residential Development--to allow majority of Common Open Space to be placed under town ownership with management by Conservation Commission; approved September 13, 2017
- 54 Middlesex Turnpike-- construction of loading dock, change to previously approved entrance atrium and associated adjustments to parking; approved September 26, 2017
- 100 Plank Street-- request for extension of time to begin construction under amended IMU Special permit; approved October 10, 2017

Site Plan Reviews (review without public hearing, resulting in recommendation to the Building Inspector/Code Enforcement Director)

- 36 Middlesex Turnpike (EDCO Collaborative)—construction of detached storage building; not endorsed due to need for variance, subsequently denied by ZBA
- Saint Michael's Parish Church & Center—parking, driveway and sidewalk improvements; positive recommendation with conditions
- The Board also informally reviewed the Davis and Lane School plans shortly before Town Meeting.

Subdivision Documentation and Performance Administration

- The Board and its staff followed up on implementation of previously approved projects:

PERMITTING AND LAND MANAGEMENT

Planning Board

- Willow Lane Cluster Subdivision-- request for sidewalk waiver denied; change to grass strip approved. Second lot released for building purposes.
- Evergreen Meadows PRD--all dwelling units released for building and sale in exchange for surety (triparty agreement for retention of funds by lender)

Approval Not Required (ANR) Plans

Planning Board endorsement is needed prior to recording a plan that divides land but does not require approval under the Subdivision Control Law. The Board endorsed the following ANR Plans:

- 7 & 9 Page Road and 1 Reeves Road—adjust a lot line
- 12 Great Road—divide lot to create one new building lot
- Evergreen Avenue—divide open space parcel to allow major portion to be placed under town control and remainder under HOA
- 15-17 Hume Road—lot line adjustment
- 63 Woodland Road—modification of line between two lots (partly in Lexington)
- 16 Independence Road and 97 Hartwell Road—lot line adjustment
- 58-60 Neillian Way and 50-52 Summer Street—lot line adjustment

Scenic Road Approvals (public hearings required for work affecting trees or stone walls on designated Scenic Roads)

- 23 Page Road—removal of a tree and repair and widening of an existing driveway, approved

Pre-application Development Discussions

In addition to preliminary discussions that preceded some of the above applications, the

Board discussed:

- 30 North Road— redevelopment of motel site for mixed uses: residential apartments and office/retail space
- 52-54 Middlesex Turnpike—parking and circulation revisions and determination if such changes require a minor or major amendment to existing special permit

COLLABORATIVE COMMITTEE WORK

Members of the Planning Board continued to work with many other committees and boards in FY18.

The Board and staff continue to take an active interest in economic development, multi-modal transportation, measures to address housing and demographic needs, and protection of natural and historic assets. We provided input to the Council on Aging's Needs Study and joined in an application for Age-Friendly Communities designation (AARP).

One useful timely benefit from that was a webinar on Accessory Dwelling Units in which we were able to participate. We also assisted with the Selectmen's Strategic Housing Study, for which the idea originated in the Comprehensive Plan. The Board supported the proposal for a Bedford Energy Assessment and Action Plan at the Fall 2017 Special Town Meeting, and the Community Preservation Budget and the Davis Road boardwalk funding at the 2018 Annual Town Meeting.

WEBSITE & NEWS MEDIA

The Planning Board's website page: www.bedfordma.gov/planning and Facebook page: <http://www.facebook.com/BedfordMAPlan> provide a wealth of information including on the Comprehensive

PERMITTING AND LAND MANAGEMENT

Planning Board

Plan, Meeting agendas and minutes, Zoning Bylaws and Map, Forms, Policies, Rules and Regulations, and periodic news articles and announcements. Items that generated widespread interest in FY18 included the Great Road Zoning Project, Pine Hill Overlay District and Carleton-Willard expansion.

Legal advertisements for public hearings are still placed in the Minuteman newspaper and on the main bulletin board in Town Hall, as required by law. The online Citizen newspaper often provides news coverage of planning issues. Our meetings are usually recorded by Bedford TV, and the YouTube video versions can be accessed via our website page. In addition, the Assistant Planner gives periodic talks at the Council on Aging, in tandem with the Code Enforcement Director. The department's bulletin board display in our office can also be a source of useful information.

FY19 PROJECTIONS

At the turn of the fiscal year, the Planning Board was anticipating a spate of development applications, including upgrades to industrial/mixed-use properties in the Crosby Drive/Middlesex Turnpike area, the special permit application for Pine Hill Crossing, a request to add garages for residents at Page Place and potentially further redevelopment proposals in the business area on North Road.

A new issue arising around that time was the future use of the former Navy property on Hartwell Road which includes an old hangar. The Town learned that a portion of the property on the edge of the airfield was being auctioned and therefore likely to come into private ownership, at which point local zoning would apply to it. In response to Selectmen's concerns about the application of the old Industrial A zoning, the Planning Board

scheduled a public hearing for a zoning change, and recommended in favor of a change to Residence C, which was approved at a Special Town Meeting at the end of July. The property has some constraints, at least in the short term, and the best uses for it are likely to continue to be debated throughout the year.

Another potential case involving federal land is a proposal for a further 'extended use lease' housing development on the VA hospital property. If this idea is progressed, the Board may be involved in conducting a site plan review.

There are some follow-on items from the new Great Road zoning which the Board plans to address in FY19: deletion of two mixed-use overlay districts (Town Center i.e. Blake Block and North Road) that have been superseded by the new zoning, and some edits for clarity and consistency.

In conjunction with that, the Board would like to consider deleting the small pieces of Limited Business zoning that remain in outlying areas. The Board also intends to re-examine the process for site plan review and may propose changes or supplementary regulations, and to consider creating an improved version of the advisory Architectural Design Guidelines.

In terms of new zoning initiatives, the Board's interest in promoting moderately sized and priced housing to meet demographic needs has been reinforced by the results of the COA and Housing studies.

The Board is studying the potential to amend zoning rules governing accessory apartments toward that end and hopes to bring forward

PERMITTING AND LAND MANAGEMENT

Planning Board

such changes to the 2019 Annual Town Meeting. Zoning for two-family houses, which is currently restrictive, may also be re-examined, and other recommendations coming out of the studies will be given consideration.

The Board is conscious that its proposal to encourage multifamily housing with elevator access in mixed-use developments near to town activities and services on The Great Road, by allowing a limited height increase on large lots in the Shawsheen subdistrict, did not gain the needed two-thirds vote at Town Meeting, and will need to consider its next steps. It will be interesting to see if any such housing developments come forward without better incentives. The varied nature of recent housing developments, some using mixed use overlay districts and some planned residential development provisions, as well as the soon-to

-be-built Pine Hill Crossing, are opportunities to gauge public reaction to different styles, densities and sizes of housing.

A zoning amendment to address temporary buildings and structures on non-residential properties has been suggested by the Code Enforcement Director and may be brought forward at Annual Town Meeting.

Other items on the Board's list of desirable work include: updating the Subdivision Rules and Regulations; considering creation of an adult use/recreation district; addressing short-term housing rentals; and helping to promote cultural and public art initiatives, complete streets and trail connections. As usual, priorities will have to be considered periodically.



Construction nearing completion at Evergreen Meadows

PERMITTING AND LAND MANAGEMENT

Zoning Board of Appeals

Todd Crowley, *Chair*

Enforcement Department in Town Hall.

PURPOSE

The Bedford Zoning Board of Appeals consists of five permanent members and three alternate members who are Bedford citizens appointed by the Bedford Selectmen. The ZBA is a quasi-judicial body that acts on behalf of the Town.

The function of the ZBA is to act on petitions from a local citizen or interested party, who wishes to seek approval within or relief from the provisions outlined in the Bedford Zoning Bylaws, Sign Bylaws, or in some cases appeal the Zoning Enforcement Officer's interpretation of the regulations presented in the Bedford Zoning and Sign Bylaws.

The Board also handles Comprehensive Permit applications, better known as Chapter 40B projects, for affordable housing.

EMPLOYEE STATISTICS

One full-time employee, working in the Code

FY18 HIGHLIGHTS

Fiscal Year 2018 saw forty-two applications to the Zoning Board. One of the most common applications to the Board continues to be Special Permits for "teardowns." Any house demolished on a non-conforming lot (a lot whose frontage or area does not meet the minimum for its particular zone) requires a Special Permit from the ZBA, which gives the town the opportunity to review new houses to ensure that they will be in keeping with the character of each neighborhood and that the massing will be limited to a more reasonable size than what used to be allowed.

FY19 PROJECTIONS

The ZBA will continue its mission to uphold the Zoning and Sign Bylaws, making certain that building and sign projects in Bedford are not detrimental to the Town or the neighborhood in which they are proposed and are in keeping with the intent and purpose of the Bylaws.

Conservation Commission

Steven Hagan, *Chair*

PURPOSE

The Conservation Commission consists of seven volunteer members appointed by the Selectmen. Its functions are to oversee the local protection of wetlands, waterways, floodplains and riverfront areas, and to acquire and maintain open space land for the protection of natural resources and for the benefit and enjoyment of the citizens of Bedford. The Commission derives its jurisdiction from the Conservation Commission Act (Massachusetts General Laws

Chapter 40, section 8C), the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, section 40), and the Town of Bedford Wetlands Protection Bylaw (General Bylaws, Section 36 as adopted at the 1987 Annual Town Meeting and amended through ATM95 and ATM16).

The Act and the Bylaw require the Commission to review applications for projects within 100 feet of wetlands, water bodies, waterways and floodplains, and within 200 feet of perennial streams and rivers. The Commission holds

PERMITTING AND LAND MANAGEMENT

Conservation Commission

public hearings, issues Orders of Conditions permitting work, inspects the work in progress, and upon completion issues Certificates of Compliance. It may issue Enforcement Orders if unauthorized activities are identified that cannot be resolved through more amicable means. Concerning land stewardship, the Commission proposes the acquisition of conservation land, conservation restrictions and trail easements to the town, arranges donations and purchases, and oversees the use, monitoring and maintenance of these lands, restrictions and easements.

EMPLOYEE STATISTICS

The Conservation Office is located within the Code Enforcement Department. The conservation staff consists of one full-time administrator and one part-time department assistant.

FY 18 HIGHLIGHTS

Wetland Applications, Permitting and Construction Monitoring

The Commission received 10 Notice of Intent applications under the Massachusetts Wetlands Protection Act and Town of Bedford Wetlands Protection Bylaw, for major residential and commercial development projects. Detailed review was carried out for proposed site improvements at Davis School, the proposed footbridge projects at Washington Street by Elm Brook and at Lantern Lane by Spring Brook, for the proposed Davis Road boardwalk, and the proposed dam reconstruction and dredging at Fawn Lake. Orders of Conditions were issued for all of these applications, setting legal and construction standards as well as post-construction maintenance requirements. One Amendment to an Order was issued. Determinations of Applicability were issued for 37 smaller projects, consistent with the previous three years. One Order of Resource Area Delineation was issued, confirming wetland and riverfront boundaries at 100 Cros-

by Drive. Three Emergency Certification permits were issued, involving beaver control activities at 94 Sweetwater Avenue and at the Jordan Conservation Area relating to L.G. Hanscom Field, as well as a town sewer pipe replacement. Three Enforcement Orders and additional enforcement actions were taken for unauthorized work in wetland resource areas and buffer zones on Evergreen Avenue, Hume Road, Sweetwater Avenue and Liberty Road.

Land Acquisition

The Commission continues to work with the Land Acquisition Committee and Trails Committee to identify parcels of open space, natural resource importance and trail connections, and to contact owners regarding potential acquisitions or easement options.

The 11.95-acre Daughters of St. Paul property off Chelmsford Road was purchased with Community Preservation funds; this land is a vital piece of the contiguous natural landscape adjacent to Minnie Reid Conservation Area, the Coffin Conservation Area, and the Huckins Farm Conservation Restriction.

A 7.1-acre parcel off 56 Evergreen Avenue was conveyed to the Town in association with the Evergreen Meadows Planned Residential Development, providing upland and wetland open space, a protected buffer to wetlands and a trail connection to the Minuteman Bikeway.

The Town completed the granting of a Conservation Restriction to Sudbury Valley Trustees on 35.8 acres of land at 350A Concord Road, the Cerasuolo/Princeton Development site that was acquired by the town in 2010, and the .8-acre Kelley Conservation Area at 340A Concord Road, acquired by the town in 2015.

PERMITTING AND LAND MANAGEMENT

Conservation Commission

Review began on a proposed Amendment to the Carleton-Willard Conservation Restriction, and work began on acquisitions, trail connections and conservation restrictions associated with the Hosmer Road and Willow Lane Planned Residential Developments.

Conservation Area Projects

The annual maintenance of the beaver control structure at the Fawn Lake Conservation Area continues, necessary to limit rises in the water level and prevent flooding, while allowing beavers to remain there as part of the wildlife diversity. In both wetland and upland areas at the Altmann Conservation Area, the control of glossy buckthorn, an aggressive, non-native shrub species, continued with the assistance of the summer work crew. Tree wrapping continued at Fawn Lake for the protection of native trees from beaver damage. Maintenance and improvement of other conservation lands was conducted as funds and volunteer assistance allowed. Annual mowing to benefit wildlife habitat and passive recreation was completed at the Clark, Little Meadow, Altmann, Minnie Reid and Jordan Conservation Areas.

Fawn Lake Restoration and Preservation

The Fawn Lake Committee, represented by Bedford Selectmen, Conservation Commission, Historic Preservation Committee, Department of Public Works and appointed residents, continued with the Fawn Lake restoration effort. Following the committee's decision to recommend wet dredging to deepen the lake and discourage nuisance aquatic vegetation, the town's consulting firm, Comprehensive Environmental Inc., began the complex permitting process with state and local agencies.

TRAILS COMMITTEE

The Trails Committee continues to work with the Conservation Commission and Department of Public Works to plan and construct new trails, while maintaining the extensive network of existing trails. In FY18, the Committee facilitated a design for an improved kiosk and assisted with survey efforts to lay out a proposed trail and easement from Old Causeway Road to the Peppergrass Brook Conservation Area. The Committee also participated in preliminary work to establish a future trail connection to the Narrow Gauge Rail Trail – one at Hosmer Way and one between the York Conservation Area and Irene Road. Additionally, a new trail easement was completed to connect North Road to Middlesex Road near the Anthony Conservation Area. For trails passing through wet areas, the Committee designs, installs, and maintains bog bridges of varying lengths and heights to allow year round access. The monthly Saturday trail walks now use a Google Group for advertising, which has been successful in increasing participation on the walks. Additionally, the second edition of the Trail Guide, which now includes the newly marked Bedford Circuit Trail Inner Loop, has been very popular among residents wishing to explore Bedford's open spaces.

Scout Projects

By Nathaniel Brown of Troop 194: The establishment of a new connecting trail between the end of Irene Road and the York Conservation Area, expanding the conservation land through its southern portion, and private land proposed as a future donation to the Town. This trail opens up the Pine Hill and Irene Road areas to the protected lands along the Narrow-gauge Rail Trail. The Commission commends the local and area scout and youth groups for their long-standing interest in conservation-related community projects.

PERMITTING AND LAND MANAGEMENT

Conservation Commission

Jordan Community Gardens

The community garden plots at the George Jordan Conservation Area on Hartwell Road have improved in recent years, with standards, regulations and fees to support garden use and maintenance, including brush removal and path mowing. All 22 available plots were used by 5 new and 15 returning gardeners. Bedford residents are encouraged to contact the Conservation Office for more information on reserving a garden plot. Garden liaison Rob Dobson continues to coordinate use and management, also providing gardening advice.

Monitoring, Maintenance and Public Information

The Bedford Conservation Land Stewards continue their commitment to monitoring the conservation areas and contributing their time and effort to the land. Residents interested in outdoor volunteer activities are encouraged to contact the Commission or the Stewards.

The summer land and trail maintenance program provides annual improvements to the open space areas, due to the excellent efforts of the summer crew. One of the Commission's major goals, as illustrated at Fawn Lake and Hartwell Town Forest, is to manage the existing conservation areas for a balance of habitat diversity and passive recreational opportunities. Residents are encouraged to be watchful over neighborhood conservation lands, and to assist the Commission in providing public education and preventing unauthorized use.

FY19 PROJECTIONS

The Commission hopes to introduce residents to new conservation restriction areas and trails, and welcomes local amateur naturalists

to participate in planning and leading interpretive walks. Photographs and reports on observations are welcome. Several rare turtle and salamander species occur in Bedford, and the Commission asks residents to consider their vulnerability to automobile traffic, particularly on Dudley and Davis Roads. Research materials and fact sheets are available in the Conservation Office on rare (state-listed) amphibians, vernal pools, lawn maintenance, native plants, native shrub plantings, regional watersheds, priority habitats, non-native, invasive species control, and conservation land protection options.

The Commission continues to manage the Conservation Fund to allow the purchase of small parcels and appraisals of larger properties. The continued support of the Town for open space preservation will allow an irreplaceable legacy to pass to future generations of Bedford residents. Bedford has carried out consistently successful protective efforts, and yet has many landscape and watershed areas of significant natural resource value that are under threat from development pressure. The Commission hopes to expand public awareness of these areas and their values. The Commission's role is exacting and challenging, but the rewards are great in terms of contributing to the future integrity of Bedford's landscape and resources. Those interested in serving on the Commission should contact the Volunteer Coordinating Committee, the Town Administrator's Office at Town Hall, or the Conservation Office at (781) 275-6211.

HUMAN SERVICES

Board of Health

Anita Raj, Chair

Heidi Porter, Director of Public Health

PURPOSE

Through their many programs and activities, the Bedford Board of Health (BOH) and their experienced departmental staff, endeavor to protect public health, prevent disease, and promote the overall health and well-being of the community. The Board establishes local regulations and enforces local, state and federal mandates relating to inspections and permitting, investigation of complaints, public health education and emergency preparedness planning.

The Board of Health consists of five elected members and meets monthly in the Town Center building. They invite you to visit their website for information on programs and events, and public health information – www.bedfordma.gov/health.

EMPLOYEE STATISTICS

Full-Time Employees: 4

FY18 HIGHLIGHTS

In November 2017, the Bedford Board of Health voted to enact a regulation entitled “Regulation of the Bedford Board of Health Restricting the Sale of Tobacco Products.” This new tobacco sales regulation raised the “minimum legal sales age” from 18 to 21; expanded the definition of Tobacco Product to encompass e-cigarettes; increased the minimum single cigar sales price; established a limit of only 8 tobacco sales permits in Town; banned the sale of blunt wraps; set a restriction on flavored tobacco sales; and changed the fining structure for violations.

The process for adopting this new regulation included public meetings to which the local

tobacco retailers were invited and once the regulation was adopted, BOH staff provided new signage and education on the regulation to our current tobacco sales permittees. Our tobacco retailers continue to be supportive of keeping tobacco out of the hands of children and young people.

The Board of Health also took to task the importance of updating the Bedford Smoking in the Workplace Regulation. The updated regulation made some important changes to protect workers in Bedford businesses. Those changes expanded the definition of Tobacco Product to encompass e-cigarettes and prohibited smoking at Membership Associations, bed and breakfasts, hotel and motel rooms, retail tobacco stores and smoking bars in town.

Both of these revised regulations seek to prevent smoking and e-cigarette use among youth and young people and improve the health and wellbeing of workers in the community, by restricting the places where people can smoke and expose workers to smoke.

The mosquito control program, which the BOH manages on behalf of the Selectmen, continues to be comprehensive and well supported in town. We work closely with the East Middlesex Mosquito Control Project who treats mosquito larvae in wetlands with aerial and portable sprayers and provides larvicide to the DPW for treatment of the catch basins in town.

Additionally, mosquitoes are periodically collected from four trap locations in Town to determine population numbers and types. The collected mosquitoes are then tested for the presence of disease. In an effort to control adult mosquito populations, truck mounted aerosol

HUMAN SERVICES

Board of Health

spraying is conducted when elevated population numbers are identified in the traps. For residents who do not want to participate in wide area mosquito spraying there is a new process for excluding your property. You are still directed to use white plastic or aluminum pie plates, a minimum of 9 inches in diameter, with the words "No Spray" clearly written in permanent marker. Plates must be placed on trees, stakes, or poles easily visible from the street, at least every 50 feet along the property boundary adjacent to the road and no more than 5 feet from the road.

In addition to placing these markers, residents must exclude their property by completing an online or mail-in form. The state regulation requires that the exclusion be filed annually. Information on the exclusion process can be found under Mosquito Control in the Programs & Permits link on the BOH website.

In response to the continuing opioid and substance use epidemic in our state and the knowledge that people with substance use disorder will use drugs in public places outside the home to ensure that if they overdose, they will be found; with our At Risk Task Force partners in town the BOH developed an informational flyer and tear away tabs for placement in public space and business restrooms around town.

Restrooms are frequently the place that people will go to use drugs so the thought was that perhaps this outreach material, with a phone number to the Mass Helpline for immediate help with counselling/rehab, might be the trigger to make someone make a call versus use drugs.

While the efficacy of this effort is difficult to gauge, the tear away tabs are being pulled and

we regularly replace these flyers in our public restrooms in Town buildings.

While we offer many flu clinics to various Town populations throughout the year, the 2017-2018 flu season saw us expanding our offerings in the Bedford School System. We offered our second annual flu clinic to High School students, during the school day, and our first clinic in the Middle School. We vaccinated 62 students and 41 staff. We continue to receive tremendous feedback on these clinics, particularly relative to their convenience and will offer them again in future years.

The Bedford Board of Health partnered with Bedford Youth and Family Services, Bedford Public Schools and the Bedford High School and Middle School Parent Associations to offer a discussion and learning opportunity on what teens and tweens are really thinking and how to support them by offering a presentation on "The Secret Lives of Teens and Tweens" by Jon Mattleman, a mental health counselor and trainer.

This June 12, 2018 event followed two presentations held in Bedford in 2017 on understanding teen and tween brain development and substance use prevention by Dr. Ruth Potee and parenting expert Joanie Geltman. The Secret Lives of Teens and Tweens offered a skills building and strategy development opportunity for Bedford adults where they were provided constructive tools for communicating, problem solving and engaging with teens and tweens on the topics of depression, suicide, 'acting out' behaviors and drug and alcohol use.

The Board of Health continues to be committed to its involvement with the Bedford Citizen Corps (BCC), a group of

HUMAN SERVICES

Board of Health

Bedford residents dedicated to providing medical and non-medical support to the Town in the event of an emergency. This year we coordinated a Conflict Transformation Course for the BCC volunteers. This program helps the participants to manage and mitigate conflict and learn strategies to deescalate a situation. This course was important to share with the BCC because in their capacity as volunteers they may be asked to mobilize to a shelter or dispensing site in the event of a weather or terrorist emergency and tensions may be high resulting in the need for conflict mitigation skills.

FY18 STATISTICS

Community Education Projects and Health Screenings:

- Bedford Day - Emerson Screening (Prostate Screenings, Cholesterol level, Thyroid function), Pulmonary Function Screening, BP screenings, Flu Shots, Mosquito and Tick Bite Prevention, Emergency Preparedness outreach
- Medication Collection and Sharps Disposal Kiosks at Police Department. Sharps Disposal Kiosk at Fire Department
- Flu Clinics – Including Town-Wide Flu clinic and other 16 clinics around town. These clinics were held at the Council on Aging, Board of Health Office and the senior housing complexes. Clinics continued at Hanscom Air Force Base.

A total of 1,096 doses of flu vaccine were administered during the 2017-2018 flu season. Influenza clinics were held at the Bedford High School and the John Glenn Middle School.

- Health Talks at COA, delivered by a Community Health Nurse
 - Supplements,

◦Mood Food: The science linking our diet and our mood,

◦You versus Gravity (Falls prevention),

◦Feel the vibration of good hydration

- Board of Health Bulletins-Monthly display of health topics
- Preceptor for a nursing student intern that aided in the research of Town offered tobacco/vaping cessation program(s), and was provided an overview of local public health functions.
- Preceptor for a Masters of Public Health candidate student intern that aided in the development, dissemination, and analysis of residents' tick awareness and feelings about tick intervention strategies.
- Regulatory oversight and licensing of recreation camp for children operators. Guidance an application of new regulations completed.
- Research about programs to address substance use concerns.
- Participated in the coordination of oversight and provided direct intervention for residents deemed high risk across varied domains.
- Completed and coordinated preliminary work related to the administration of the Falls Prevention Program grant such as establishing process for home assessments and home modifications.

FY19 PROJECTIONS

In FY19, the Board of Health will continue to work with partners in town to address our residents' needs from a health and safety perspective through our substance use prevention outreach and Falls Prevention Program. The Falls Prevention Program, a collaborative program with the Council on Aging and Fire Department is funded by

HUMAN SERVICES

Board of Health

Community Nurse Program	
Client Base	19
Number of New Clients	19
Number of Home Visits	31
Number of Office Visits	10
Attendance at Blood Pressure Clinics	140
TB Tests	0
Communicable Disease Cases Evaluation & Follow Up	
Babesiosis	2
Norovirus	6 &
Campylobacter	3
Cryptosporidiosis	1
Giardiasis	1
Human Granulocytic Anaplasmosis	6
Influenza	56*
Legionellosis	1
Lyme Disease	37**
Pertussis	5
Salmonella	5
Shiga Toxin Organism	1
Streptococcus Pneumonia	1
Vibrio sp.	1
Varicella	1
NOTE:	
*Confirmed influenza cases do not require follow-up per state guidelines	
** indicates suspect cases, i.e. cases with clinical and/or laboratory evidence of the disease reported prior to the confirmation of the diagnosis & Incidences were contained to a local institution where an outbreak occurred.	

Community Health Area Network 15 Determination of Need funds from Lahey Hospital and Medical Center and Winchester Hospital (CHNA15) through June 2019. This program offers in-home safety checks for Bedford residents who have been known to fall or are at risk for falls; installation of recommended safety and falls prevention equipment; decluttering services and free access to A Matter of Balance, an evidence-based, award-winning falls prevention program designed for adults. Contact the Board of Health for more information.

A seminar on suicide prevention (QPR - Question, Persuade, Refer) is scheduled for November 27, 2018 at 6:30 pm in the 1st Floor Meeting Room at the Bedford Free Public Library. A tick-borne illness prevention seminar will also be scheduled in FY19.

Given the popularity of our sharps and prescription drug collection program (medical sharps collection kiosks at the Fire and Police Departments and prescription drug collection kiosk at the Police Department) we will work with a new vendor to update our program to ensure the highest safety standards are met while accommodating the needs of the residents in providing safe and accessible disposal options. Additionally, we will continue to partner with area communities to offer 8 monthly Household Hazardous Waste Collection events at the Lexington landfill from April through November. In FY19 we will be working with a Biosafety Consultant to ensure all permittees under our Biosafety Regulation are conforming to appropriate local, state and federal regulatory guidelines while performing the important research and development of disease treatments which we are proud is happening in Bedford.

HUMAN SERVICES

Board of Health

Hazardous Materials Program	
Hazardous Materials Registrations for Bedford Businesses	46
Biosafety (Recombinant DNA Permits) for Bedford Businesses	10
Household Hazardous Waste Events	8
Bedford Resident Visits to Household Hazardous Waste Events	253
Complaints Received and Investigated	
Nuisance	13
Noise/Animals/Odor	8
Housing	10
Food	23
Hotels/Motels	1
Pools	0
Camps	0

We will develop a new Body Art regulation to ensure any practitioners who wish to engage in these services in Bedford have appropriate health, safety and sanitary guidelines and are properly trained and regulated. We will plan and prepare for the potential regulatory needs surrounding Medical Marijuana Dispensaries and associated edibles. We will continue to provide surveillance and prevention outreach on mosquitoes and ticks and the diseases they can carry. This will be accomplished through our involvement in the East Middlesex Mosquito Control Project and the Middlesex Tick Task Force.

The Board of Health has initiated efforts among other partners in health, welfare and transportation in town to move towards construction and maintenance of public bus shelters at select bus stops. Many of our underserved residential population and

Food Protection/Environmental Health		
Area of Program Management	Permits Issued	Number of Inspections
Food Establishments (Retail & Service)	133	192
Routine inspections		170
Complaint Inspections		34
Re-Inspections		66
New Establishment/ Renovation Plan Reviews		16
Temporary Food Events	97	
Dairy	1	1
Environmental Health		
Permitted Beach/Pools	15	30
Keeping of Animals/ Barns Inspection	17	19
Recreational Camps for Children	10	10
Tanning Establishments	0	0
Pre-Demolition/ Renovation Survey Reviews	20	
Burial Permits	208	
Funeral Directors	2	
Motels/Hotels	3	
Septic Haulers	8	
Emergency Beaver Permits	4	

HUMAN SERVICES

Council on Aging

Allan Morgan,
Board Chair of Council on Aging
Alison Cservenschi,
Council on Aging Director

PURPOSE

The mission of the Council on Aging (COA) is to provide services, programs, and activities to maintain and increase the independence and quality of life of Bedford seniors. The senior population, aged 60 and older, is currently 3,984 residents (150 more than FY17) counting for 29% of the community.

The COA provides assistance for caregivers, families and professional elder service providers, on whom Bedford elders depend.

The COA promotes an interdependent, multigenerational community and encourages all residents aged 60 and over to get involved with the wide range of programs and essential services.

To achieve these goals, the COA offers the following:

- Social, educational, recreational events and programs that promote healthy aging both inside and outside the center during the day, evening and Saturdays.
- On-site health services, health education, wellness screening and fitness programs.
- Development and coordination of volunteer and employment opportunities to benefit seniors, local businesses and the wider community.
- Provision of free, confidential consultation, information, and education to seniors and family caregivers about aging-related issues, services. Coordination of in-home services for seniors in need, information and referral

to elders, and their caregivers, assisting them to remain safely and independently in our community. Education and assistance to find an appropriate, safe living situation such as home with services, independent or assisted living, memory care or nursing facility when staying at home is no longer a safe option.

- Community education, for seniors, their families, professionals and local businesses, around aging, health, legal and the financial challenges of transitions to midlife and older age, and how the needs of seniors can be met with reliable community resources.

These activities and programs assist Bedford, and other, seniors to meet the physical, emotional, social, spiritual and financial challenges of aging, as well as providing opportunities for personal development, new experiences, life-long learning and overall fulfillment at this stage of life.



COA participant holding a rabbit at Barn Babies event

EMPLOYEE STATISTICS

Full-Time = 3

Part-Time = 3

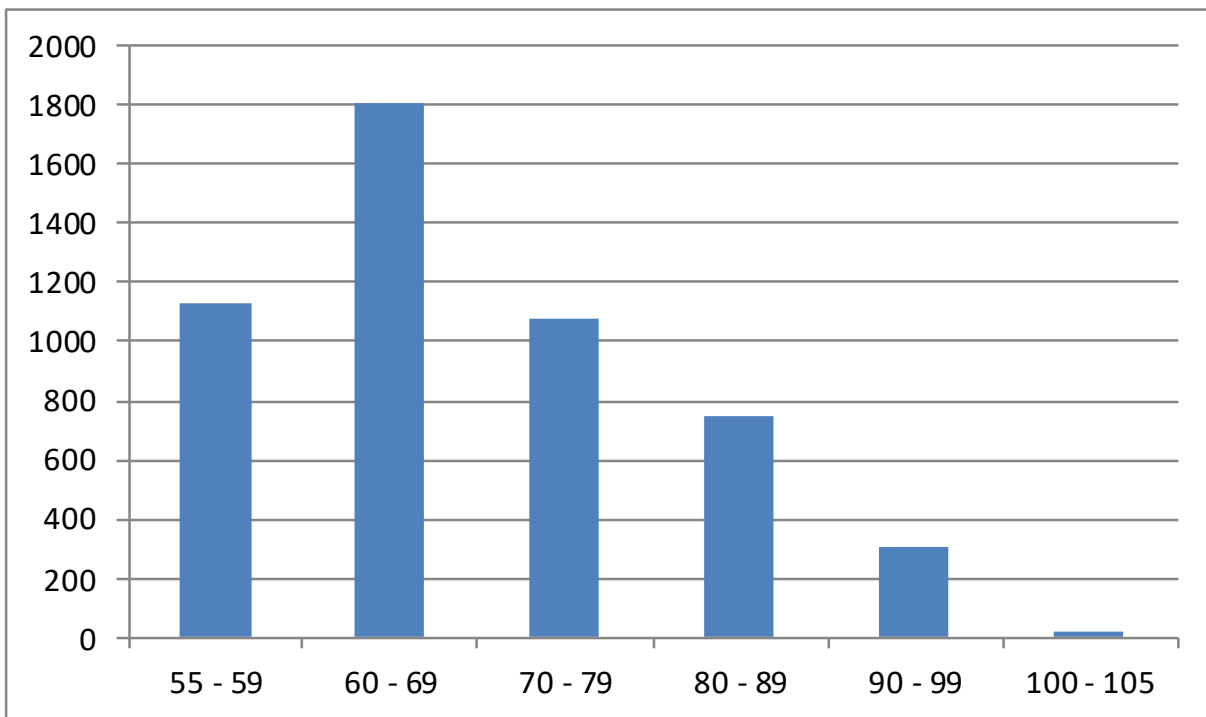
HUMAN SERVICES

Council on Aging

FY18 HIGHLIGHTS

Senior Center Programming

FY18 Bedford Census Senior Profile By Age Range Chart



The above bar chart illustrates the current senior profile age ranges for Bedford from the 2018 census. The overall 60+ senior population in Bedford has grown since last year by 150 residents. 2018 census data shows 60-69 year olds as the highest number, totaling 1,845. These are considered the 'baby boomers' and the COA has had another successful year attracting this group with evening programs tailored to this demographic. Overall the COA welcomed 2,306 visits for evening programs in FY18.

Future planning for the COA will need to consider the 1,121 aged 55 to 59 year old Boomers who will be aged 60 and eligible for

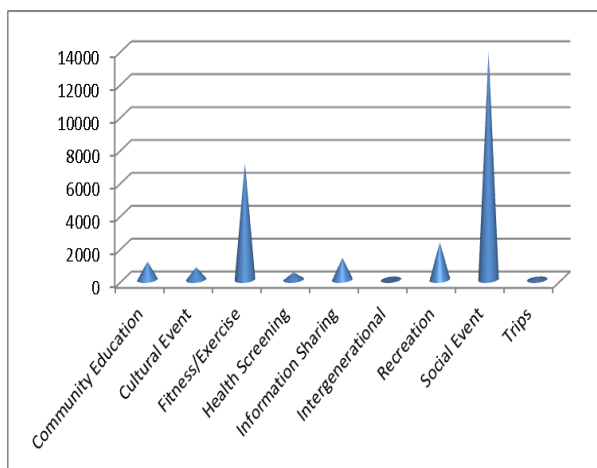
COA services in the next 5 to 10 years. Currently there are 1,122 seniors in the 70 to 79 age range, 709 in the 80 to 89 age range, 288 in the 90 to 99 age range and 20 seniors in town who are 100 years or older, the oldest being 106.

Attendance at COA activities is strong, as expected, with the growing number of those aged 60 and older in Bedford. The total visits counted for FY18 was 28,297. The unduplicated senior count, which represents single individuals, counted for 1,174 people. 957 in-Town residents attended and 342 residents from out of town used the COA in FY18 showing a 74% vs 26% usage

HUMAN SERVICES

Council on Aging

respectfully. Both in and out of town residents gave their time for volunteer hours at the Bedford COA. Volunteer achievements and community engagement work in FY18 will be outlined later in this report.



Area Graph of Attendance by Program Type in FY18

The adjacent graph shows the distribution of participation for each program type offered by the COA. Social events, fitness and exercise have maintained their success and remain top popularity again this year. These programs are planned to directly contribute to the COA mission. Seniors who participate in regular exercise and social activities reduce the likelihood of falls, isolation and health related illness.

13,867 visits occurred to social events scheduled in FY18. The most, at 37% of the social attendance resulted from general use. This category suggests that residents are using the COA for general socialization as well as programs of interest. The next top attendance to social events in FY18 was gained in intellectual, social games. These programs

resulted in 2,152 visits and showed 533 more than in FY17. These programs include Duplicate Bridge, Mexican Train (both day and evening), Mah Jongg Duplicate Bridge, Poker, Bingo, Scrabble and Chess.

In FY18 the Chess program received a boost in attendance and welcomed 2 high school students who received community service hours for their time. The next popular social activity was the tri-weekly lunch program. Other popular programs around food included lunch and learns, breakfast programs, ice-cream socials, the Saturday Rotary BBQ, volunteer luncheon and Saturday themed parties. Evening social activities that gained the most attendance included Single Again, evening Sit and Stitch and 2 evening holiday parties.

Crafting groups brought 74 more visits than in FY17 for a total of 1,198 visits. Successful programs continued such as stitchery and adult coloring. This year the COA continued its collaboration with Bedford Arts and Crafts and offered free drop in crafting classes. Evening silk scarf painting, beading workshops and day time soap making programs were also successful this year.

Saturday programs attendance grew in FY18 by 324 more visits resulting in 1,946 visits over the year averaging approximately 30 visits each Saturday. Weekend programs changed to an early time of 10:00am–3.00pm and included Therapeutic Dog Visits, Beginners Italian, Pool, Bridge, the popular Birthday and Seasonal parties. Weekend movies attracted 867 movie goers and all enjoyed complimentary popcorn provided by the FBCOA. Saturday programs have run for a number of years with 1 staff person and based on attendance numbers a

HUMAN SERVICES

Council on Aging

second staff person is requested for the FY19 budget. With additional staff support Saturday programs can expand to including an exercise class as well as health, educational and special interest programs.

Fitness and exercise programs, boomed in FY18 bringing in the second largest attendance visits of 7,106 during the fiscal year. These results showed 839 more visits than in FY17. Daily exercise groups continued with balance, strengthening and conditioning, tap dancing, yoga (regular, floor and chair), tai chi, Zumba, Osteofitness, trail walks and line dancing. Volunteer led PickleBall continued its growth this year as well as off-site biking and hiking groups. New offerings included Archery, Barre



and OsteoYoga. Yoga was pleased to welcome regular men to the weekly classes.

With these growing numbers in mind it is very important for the COA to continue to monitor program, service and space needs as attendance grows. This year the COA completed a Town Needs Assessment and, using the results, will work on a strategic plan to address the needs and desires of the 60+ population in Town. Ongoing considerations must take into account the younger, middle

and older senior, as their needs are growing, varied and diverse.

In addition the COA will need to continue evaluating staffing levels, staff education needs and advocate for additional hours, as deemed necessary, to maintain operations as tasks as demand from increasing senior demographics develop. Over the year the COA welcomed between 80 and 100+ attendees each day. The impact to the department of this volume includes increased phone calls, more face to face interactions, increased outreach inquires and the need for consistent staffing for support functions. Volunteers have been accessed in the past for staffing needs; however, this system is not always reliable and a more concrete staffing pattern is needed.

Activities and Accomplishments during FY18:

Completion of a Comprehensive Town Needs Assessment

This research was undertaken in collaboration with the Center for Social and Demographic Research on Aging within the Gerontology Institute at the University of Massachusetts Boston. A mailed survey was distributed in November 2017 and was also made available online. A total of 1,560 responses were received for a response rate of 34%. Four focus groups made up of residents, representatives of local organizations, and Town Departments were conducted to understand themes, ideas and understanding of aging in the community. Five key-informant interviews with Town officials and department heads were completed and included the Town Manager, 2 Selectmen and Chiefs of Bedford Police and Fire Departments. A comparison of the Bedford COA with 6 peer communities was included in the report. In addition two

HUMAN SERVICES

Council on Aging

community presentations were provided with 40 interested parties attending between the day and evening presentations. The results of the study will provide key information needed by COA and Town stakeholders for strategic planning considering the growing senior demographic over the next 5 to 10 years.

\$25,000 Grant Funding from CHNA15 for Falls Prevention

A unique collaboration and team effort between the Bedford Board of Health, COA, Bedford Fire Department, and Minuteman Senior Services resulted in a generous award funded by Community Health Area Network 15 Determination of Need funds from Lahey Hospital and Medical Center and Winchester Hospital (CHNA15). The grant will allow the COA to run 4 no-cost, evidence based falls prevention education classes called 'A Matter of Balance.' 18 spaces are available in each class for those at risk of serious permanent injury from falls. In addition the grant will be used for home visits, administrative tasks, educational materials, falls prevention equipment in the home and decluttering services. The COA Director will manage the

fund which runs through June 2018.

Congregate Meals (Weekly: Monday, Wednesday and Fridays)

4,808 meals were served in FY18 which shows a 46 meal increase since FY17. 85 unduplicated seniors attend this popular program. Due to the popularity of this program Minuteman Senior Services instituted a policy this year allowing Bedford residents to sign up for lunch 2 days ahead and out of Town residents 1 day ahead. The lunch program runs in collaboration with Minuteman Senior Services, Carleton Willard Village, Senior Volunteers and participants of the COA Senior Employment program. In addition to the lunch program Minuteman Senior Services also provides Meals on Wheels to homebound Bedford residents no longer able to drive. This year Meals on Wheels served 5,968 meals to 119 unduplicated seniors. Of those meals 909 were cultural Asian meals. The COA collaborates with outreach efforts from time to time with Meals on Wheels.

Wheels Of Life Program

This year 198 medical rides were arranged and completed with continued funding from Carlton Willard Village in collaboration with Bedford Red Cab taxi service. This number fell by 112 rides compared to FY17 with better management of available funds per participant and being able to offer The Dash as alternative transport if the \$300 limit was reached. 172 rides were completed for Bedford community seniors and 26 were completed for Carleton Willard Village residents. These medical rides range in distance from local clinics to area hospitals with the top



COA Celebrating the Royal Wedding

HUMAN SERVICES

Council on Aging

locations being Lahey Hospital, Emerson Hospital and Lexington Eye Associates. The Wheels of Life Program allows Bedford's ambulatory seniors safe and easy access to transportation for essential medical appointments on a temporary basis with a \$300/year limit. In FY19 the COA will evaluate the use of these funds and plan targeted outreach to those most in need.

The Arts and the 4th Annual Jacob Wren Art Show

Art classes, Art Matters presentations, stitching and handcrafts, adult coloring, drop in arts and crafts groups, musical and drama performances were offered in FY18. The COA hosted the 4th annual Jacob Wren Throckmorton Memorial Art Show, in memory of a COA student volunteer who passed away tragically at a young age. The fund, set up in Jacob's name, is used to partially fund arts programs for seniors in the upcoming year and in FY18 \$1146 was raised by the show over the 2 day event. Additionally, in FY18 the COA held an art competition to encourage local older artists to submit their work. The winning entries were made into greetings cards using money from the fund and Jacob's name and art work was included on the back of each card, along with the local artist. These cards are sent to seniors for birthdays; get well and to donors as a thank you. This project extends the art show throughout the year and residents receiving cards are reminded of the local talent in Town but also Jacob, his love for seniors and his art.

Bedford Cultural Council Programs

The COA was awarded a \$300 grant again this year for partial funding of an educational Art Matters program geared towards older art lovers. 2 art programs were offered this year exploring a series of art history entitled American Art Part 2 from the 1900s to the

1950s and American Art Part 3 from the 1950s to the 1990s. In addition 3 other musical artists received Cultural Council Grants to part fund COA programs. These programs included musical programs: A Celtic Celebration, John Root and a theatrical performance of Lizzy Borden and the 30 Whacks.

SHINE Counseling

In collaboration with Minuteman Senior Services 3 SHINE counselors spent 170 hours assisting seniors with health insurance, Medicare and Medicaid questions. These hours show 45 more hourly appointments than in FY17. Hours of service include direct counseling, research, follow up and supportive assistance in the challenging medical insurance environment. The COA assists by advertising the free program, arranging appointments and coordinating with the SHINE counselors throughout the year. During open enrollment each year the COA plays an important role for those wanting to change health care plans by providing a space for an educational program ahead of the date and arranging vital appointments. The COA helps SHINE to meet program goals of reaching 3 to 5% of the community's Medicare beneficiaries every year. Those aged 60 and older, still working during the day, benefited this year from the availability of evening hours and many took advantage of the opportunity. Signing up at retirement or changing these benefits can be confusing. All newly retired people need to sign up for Medicare Benefits to avoid life-long penalties. Expert SHINE counselors help navigate individuals through the process and assist with connecting residents with the right healthcare/supplemental plans for their needs.

Durable Medical Equipment (DME)

The COA lends donated walkers and wheelchairs to Bedford seniors in need, following a check by the COA's Fix It Shop. In

HUMAN SERVICES

Council on Aging

FY18, 101 pieces of medical equipment were processed and on loan to the community, 37 more than in FY17. Walkers and Wheelchairs range in price from \$30 to \$80 and \$80 to \$150 respectfully. This loan program saves hundreds of dollars in purchases for short term use following surgeries; discharge from rehab or hospital, vacations and for seniors from out of town visiting family in Bedford. This year's equipment was also lent out to those identified in the falls prevention program.

Bedford's 1st Greater Boston Food Bank Distribution for those aged 60+ at Ashby Place

In collaboration with the Greater Boston Food Bank and Bedford Housing Authority the COA established Ashby Place as the first location to receive a monthly non-perishable and fresh produce food delivery. This program serves 50+ residents, aged 60 and older, who qualify financially and created volunteer opportunities for those looking to give back. Food insecurity is a serious concern for seniors leading to unnecessary hospitalizations and poor nutritional health. Required training was completed by the Director at the Greater Boston Food Bank and the volunteer



opportunity was posted in the Bedford Byline. The monthly distribution will start in FY19.

The Dash: Year 3 Pilot Program

As a serving member on the Dash Team the COA continued promotion of Bedford's newest transportation option to Bedford's aging demographic. Through newsletter articles, posters, the COA website, flyers, tri-fold brochures and promotion of surveys the COA informed attendees about the new service and its availability for in and out of town rides. The COA and BLT staff continued to educate and directed to this service as an alternative to the BLT or Wheels of Life Program when needs were outside of these service availability. In addition the Director routinely reviewed monthly data, provided assistance to troubleshoot with older rider challenges and helped provide data and a support letter for the FY19 grant application advocating for additional services for out of town medical appointments.

Volunteering and Engagement Opportunities

141 volunteers worked 9,960 hours in FY18 compared to 148 volunteers and 8,237 hours in FY17. This increase of 1,723 hours is of great value to the COA and the Town. Considering a minimum wage of \$11/hour the COA budget would need to increase by \$109,560 to pay each person for their time. Volunteer opportunities varied again this year. Individuals contributed their valuable time and skills to enhance COA programs and services. New opportunities gained this year included the monthly Memory Café for members of the community suffering with memory loss and their loved ones. Volunteer roles include: COA Board members, the Friends of the Bedford Council on Aging (501c3 Fundraising), Fix It Shop, monthly newsletter coordinators, tax assistants, pastry drivers/delivery, kitchen help, hospitality and therapy dog visits. Volunteer leaders and instructors include computers, Pickleball,

HUMAN SERVICES

Council on Aging

Volunteers are an essential part of the COA team and without their work the COA would not be as successful as it is. Volunteers give a lot back to their community by giving their time and also feel a sense of belonging, the ability to engage and give back to the community. Over half of the scheduled programs provided by the COA are volunteer led or assisted. In FY18 over 77 volunteers attended the annual volunteer recognition luncheon which included personal letters read from those who received help from volunteers, special guests and messages from Town dignitaries.

In addition to volunteers that are Bedford residents, the COA continues to offer many no cost educational programs including health, legal, self-help and free lunch and learn presentations. These are provided by a network of organizations volunteering their time and are external to the COA. Bedford's school age students have also increased their volunteer work at the COA in FY18. These volunteer opportunities have provided much needed help during the summer months to complete day to day tasks and special projects. The intergenerational component of youth volunteers being a welcome change to the COA during throughout the year. Youth volunteers also benefit from the experience of working with seniors as well as counting the hours towards their community service.

Financial Assistant Fund

This year the COA started a new financial aid fund for residents who do not participate in exercise classes, trips and other programs with fees, because of financial restraints. Talks also began with Middlesex Community College to investigate whether the fund may be used for a scholarship towards the

M.I.L.E.S program encouraging lifelong learning for those who may benefit most.

Establishment of 1st Memory Café in Collaboration with Cooperative Elders & the FBCOA

Seniors living with dementia, and their caregivers, were provided a safe, secure parallel program at the COA. The monthly program encouraged socialization, re-connection with the community and relief for caregivers with structured, dementia-friendly programming. The FBCOA assisted with fundraising efforts to establish this program helping those living with dementia in the community.

Community Collaborations

This year the COA has established and continued collaborations with Town and local organizations. Routinely the COA participates in the Bedford Community Partnership and Violence Prevention Coalition meetings. In addition the COA established connection with the Town's Planning and Assessing Departments discussing this year's Town needs assessment to identify needs and shared goals. In collaboration with the Board of Health and Bedford Fire Department the fall prevention program was established. The COA also facilitates a regular At Risk meeting that brings together Bedford Police, Youth and Family, Board of Health, Jail Diversion and Bedford Fire Department. Bedford's first Memory Café began this year with collaboration between the Friends of the Bedford Council on Aging and Cooperative Elders Inc. Support groups and educational seminars were started this year in collaboration with local organization, Grow a Strong Family. The COA continues its collaboration with Carleton Willard Village who provides continued funding to the Wheels

HUMAN SERVICES

Council on Aging

of Life, medical rides program. The COA, Bedford Housing Authority and the Greater Boston Food Bank worked together in FY18 to establish Bedford's first distribution site at Ashby Place for startup in FY19.

Bedford Local Transit

5,253 Bedford rides were completed by the BLT between 246 days of operation in FY18. 196 counted for 'handicapped' riders, 35 counted for 'adult' riders, no youth were transported and the majority of ridership, at 5,011, was from those aged 60 and older. A slight drop in ridership was seen compared to 5,560 riders in FY17. On average 21 rides were completed per operational day. The BLT ran 12,755 miles in FY18, 174 more miles than FY17 which could suggest riders are living further apart from each other generating more miles per ride. The BLT continues to collaborate well with the Dash and riders who wish to stay out later rode to their destination with the BLT and return home with the Dash.



Senior Interest Educational Programs

In FY18 a number of COA volunteers, community and other senior concerned organizations provided educational programs specific to senior interests. Computer education and drop-in classes maintained

attendance this year and a new tech support program on Saturdays was successful. Some of the other highest attended presentations included: legal and financial planning, healthy living topics, Medicare programs and end of life planning. This year District Attorney Ryan presented two popular topics for the COA. These included the opioid crisis, how to keep safe from scams and a giving back program, Project Linus. The COA is now a drop off location for blankets made for the Linus Project that provides a warm hand-made blanket to children who have lost their parents due to traumatic experiences. COA knitters donated a number of blankets to this cause.

Senior Lead Activities

Over 50% of COA programs were led by Bedford volunteers in FY18. Volunteers ran computer drop in, tech support and the Fix It Shop. Volunteer arts programs included adult coloring, the art show, drop in arts and crafts and singing groups. Volunteers led exercise groups included biking, hiking, line dancing, pickleball and Scottish dancing. Intellectual programs included volunteer led chess, writing group and current events. Engagement led activities included newsletter collation, the Bedford senior pool league and therapeutic dog visits. AARP trained volunteers completed 174 free tax appointments for the community in FY18.

Health Education/Screening/Services

Collaborations with the Board of Health Nurse continued including monthly nurse hours, health education, flu clinics and special presentations on health conditions related to aging. Other health services included weekly massage, routine podiatry services (both at cost) and free hearing assessments. In addition health promotion continued with informative presentations from outside

HUMAN SERVICES

Council on Aging

agencies on Alzheimer's disease, maintaining brain health, living well with aging, medication safety, Medicare help, health care options, aging in place, falls prevention and various support groups.

Trips

COA trips have improved in popularity and attendance in FY18 with a concentrated effort. 9 trips were arranged with 184 attending and waitlist management was needed for a few trips. In previous years the COA struggled to garner enough people to secure a trip. However, with proper planning, and some financial support from the Friends of the Council on Aging, trips have been very successful. This year's offerings included: Gloucester Lobster Cruise and lunch, local restaurant trips, Norman Rockwell Museum and Red Lion Inn, Great Brook Farm including guided tour and ice cream, Concord River Cruise and lunch, Isabella Stewart Gardener Museum and lunch, Boston Tea Party Museum and lunch and the Plumbing Museum and lunch in Watertown. Trips are now planned annually.

FY19 PROJECTIONS

Strategic Planning in collaboration with the Council on Aging Board

The results of the Town Needs Assessment will be shared with all interested parties in Town and used by the COA Board and Director to create a strategic plan for the next 5 to 10 years. The results of the assessment and the work of the Board will inform Town stakeholders of the needs of the growing, aging demographic and hopes to prepare Bedford for these expectations. The study will also give the Town a springboard to launch Age Friendly Initiatives now and in the future.

Greater Boston Food Bank Monthly

Distribution at Ashby Place

The COA will promote and encourage eligible residents aged 60 and older to register for the monthly food distribution. The goal is to reach 50 or more residents each month to ensure continuation of the program. Application assistance, flyers and reminder calls will be promotional venues for the program. Opportunities for interested parties to assist at the distribution or provide additional care items/gifts for the distribution will be announced.

Improved Communication

Using varied technology modalities the COA will improve the COA website to include updated information, results of the Town Needs Assessment and slides, monthly strategic plan updates, photos, articles and press releases per the UMass Boston recommendations. The COA will investigate the use of Facebook and other venues to increase awareness of the COA in the community as a whole.

Identify and Assist At Risk Seniors through a comprehensive Falls Prevention Program: in Coordination with Bedford Fire Department and the Board of Health. Manage the \$25,000 CHNA15 Grant through June 2018 and complete all required data collection and reporting requirements

In collaboration with Bedford Fire and Board of Health Departments the COA will continue to provide confidential outreach, assessment and services to those in need of support due to repeated falls. Falls are one of the highest risk factors for older people resulting in serious injury and permanent disability. Falls can also be prevented with simple interventions, education or adaptations in the home. The COA hopes to reduce the number of falls in Town by offering these interventions helping preserve

HUMAN SERVICES

Council on Aging

those vulnerable at-risk individuals.

Wheels of Life Targeted Outreach

Based on the results of the Town Needs Assessment, 22% of those who responded were aged 80 and older. Within that age group 74% reported still driving themselves. From reviewing the Wheels of Life data this year, one of the next highest specialty medical appointments after general hospital appointments was eye appointments. Considering the risk of driving following eye appointments with dilation and the advanced age of 80 year old drivers, the COA will investigate the use of Wheels of Life funds to offer eye appointments to those in the 80+ age group.

Increase the Visibility and Profile of COA, Board, Programs and Services in the Community

The COA will work to provide a voice for the older residents of Bedford regarding senior interest warrant articles at Town Meeting, committee meetings, and surrounding interest

groups such as AARP, MAGIC etc. Supporting areas of interest such as tax deferment, housing and transportation efforts will help provide visibility of the COA Board and staff. This will bring attention to what the COA has to offer the community including younger seniors, caregivers, family members, adult children and seniors who do not engage at the COA, or know about our programs and services.

Develop staff roles to expand COA services, outreach and program offering

Two part time positions were added for hire in FY19 which will allow for expanded services and programs. The Social Work position will expand outreach efforts, home visits and visibility of COA's unique services available for the community. The additional Saturday Coordinator allows for expanded educational and health-related program offerings and utilization of other parts of the Town Center to accommodate growing numbers at the weekend.

HUMAN SERVICES

Recreation Department

Ronald Richter,
Recreation Commission Chair
Amy Hamilton, Director

PURPOSE

The Recreation Department offers a variety of adult and youth programs throughout the year consistent with the goal of satisfying the diverse desires of the Bedford community. These programs reflect the interests of the residents and foster a sense of community in Bedford. Programs are self-supporting and

costs are kept to a minimum thanks to the volunteer efforts of many dedicated residents. The administration of the department is supported by funds appropriated at the Annual Town Meeting, as well as by funds generated by program fees. Office hours are Monday - Friday, 8:00 a.m. - 4:00 p.m.

Department guidelines and policies are established by a five member commission that is appointed by the Selectmen. The

HUMAN SERVICES

Recreation Department

commission meets once per month at 12 Mudge Way. Meeting notices are posted with the Town Clerk, on the Town website homepage and on the Recreation website homepage. Meetings are open to the general public.

Three or four Town-wide mailings are made each year to distribute program brochures to each residence. Recreation information is also posted on the department's website at www.bedfordrecreation.org.

Recreation programs are typically held at 12 Mudge Way in rental space, public school facilities, various rental facilities, and at Springs Brook Park or on fields maintained by the Department of Public Works. Throughout the year, Recreation programs for youth and adults include: dance, gymnastics, the arts, music, soccer, basketball, volleyball, golf, fitness, tennis, skiing, science and special events and trips to shows and places of interest. In addition, the Recreation Department coordinates the Town's annual Bedford Day, Summer Concerts and Tree Lighting.

Summer recreation in Bedford is busy with popular programs such as sports camps, theater, science camps, Springs Brook Park swimming and swim lessons, Summer Adventures, middle school summer programs and Kids' Club.

The Kids' Club program is the Recreation Department's school-age child-care program for children in kindergarten through grade five. Housed in rental space at 12 Mudge Way and using facilities at the Lane Elementary School, it operates all year and not only meets the child care needs of residents, but also offers children wonderful activities in a safe

and caring environment.

The Corner is the Recreation Department's popular youth center for middle school age children. It offers structured and non-structured activities for sixth through eighth grade students after school. It is a drop-in program and there is no fee to attend. The Town's General Fund supports the youth center.

The Recreation Department recognizes the tremendous contribution made by the many recreation volunteers. Recreation basketball, soccer, and skiing are all programs made possible by the volunteer spirit and effort of Bedford residents.

Private organizations offering recreational programs for Bedford youth include Bedford Babe Ruth Baseball and Softball, Lexington/Bedford Pop Warner Football, Bedford Youth Lacrosse, Bedford Travel Basketball, and Lexington/Bedford Youth Hockey. Bedford Recreation works with these private organizations to understand their field and gym requirements, schedule the fields and gyms, permit the field use, and develop forward looking infrastructure requirements. The Recreation Department offers guidance to these programs based on years of programming experience. Interaction with these organizations, as well as ongoing communication with families involved with the Recreation programs, enables the Recreation Department to understand the ever changing needs of the Town. This connection with the families of Bedford is a true partnership.

EMPLOYEE STATISTICS

Full-Time: 2*

HUMAN SERVICES

Recreation Department

**Additional Full-Time and Part-Time Staff funded by Recreation Revolving Fund (program fees)*

FY18 HIGHLIGHTS

- Budget of more than \$2.5M managed by the Department annually.
- Approximately 300 Bedford residents volunteered to coach, chaperone and coordinate programs and activities. Without their support, these programs would not exist.
- Approximately 130 vendors worked with the Recreation Department to offer programs.
- More than 200 staff on payroll.
- Programs in operation 7:00A – 11:00P.
- Programs take place seven days/week.
- Approximately 10,000 registrations in FY18.
- Approximately 4,000 people served by Recreation programs/events (does not include Springs Brook Park visitors or attendees of public events such as Bedford Day, Summer Concerts, Tree Lighting).
- Many Recreation programs were at or near capacity throughout the year.
- Most program waiting lists are due to facility constraints.
- New point of sale technology was implemented at Springs Brook Park.
- New time clock technology was implemented at Springs Brook Park.
- Kids' Club capacity was expanded for the second consecutive year to manage a waiting list for service.
- The Recreation Department collaborated with Bedford Embraces Diversity to merge the Bedford Day and the Multi-Cultural Fairs.
- Summer Concert events were expanded in

collaboration with Bedford Summer Adventures, Bedford Kids' Club, Bedford Economic Development, Healthy Bedford and the Chamber of Commerce.

- Many at risk youth were served, often in partnership with our school liaisons.
- Financial assistance awards increased over awards in FY17, enabling a significant number of residents to participate in Recreation programs.
- 60 Bedford teens and young adults were hired to work at Summer Adventures.
- 30 Bedford teens were hired to work as Crew at Springs Brook Park; 20 local teens and young adults were hired as Lifeguards.
- Springs Brook Park offered a new schedule of operation, Tuesday through Sunday.
- Swim Lessons were offered to Summer Adventures participants.
- 23 Bedford teens were hired to work as Basketball Referees.
- 33 Bedford teens served as volunteer basketball coaches.

FY19 PROJECTIONS

- The Recreation Department will continue to evaluate program offerings to ensure that the community's needs and desires are met to the greatest extent possible.
- The Recreation Department will explore options to meet space needs.
- The Recreation Department will evaluate and redesign as necessary the Springs Brook Park operating model to best meet the needs of the community.
- The Recreation Department will collaborate with Public Works to explore feasibility of a pickle ball court.

HUMAN SERVICES

Recreation Department

The Recreation Department looks forward to involvement with the residents of Bedford in FY19. Those interested in teaching programs,

coaching or volunteering for the Recreation Department should contact the Recreation Office at 781-275-1392.

Youth and Family Services

Sue Baldauf, *Director*
Peter Ricci
Advisory Committee Chair

PURPOSE

The *mission* of Bedford Youth and Family Services (YFS) in the Town of Bedford General Bylaws continues to formally be to identify and address the social, emotional, and developmental needs of children, youth, adults, and families in Bedford through programs and services that support and nurture. YFS Committee and staff continued using an abridged version - to identify and nurture the social, emotional, and developmental growth of individuals and families in our community – on various publications this year.

The services we will continue to provide include:

- Supportive Counseling
- Community Education
- Resource and Referral
- Youth Empowerment and Support
- Healthy Communities Efforts and Programs

Bedford Youth and Family Services envision a Town committed to the well-being and safety of children, youth, and families; a town that promotes community awareness of healthy lifestyles; and a community where these commitments are demonstrated in policies and

actions. Our focus will be on prevention, wellness, and a commitment to excellence. We continue to strive to improve the health of the people we serve through individual or family intervention, community education, resource assistance, and youth empowerment and support. The Department works closely with schools, police, other Town departments, community agencies, citizen groups, and the courts.

We continue to be guided by the following strategic goals:

1. Develop and maintain a comprehensive system to serve the social, emotional, and developmental needs of the citizens of Bedford.
2. Strive to improve the health of our residents through supportive individual and family counseling, community education, and youth empowerment and support.
3. Collaborate and model partnership in service to our mission with Town departments, schools, community organizations, parents, youth, and citizens at large.
4. Promote inclusiveness, diversity, and cultural competence in mobilizing community resources to best serve the needs of all citizens.
5. Obtain and manage the financial resources necessary to further our mission and

HUMAN SERVICES

Youth and Family Services

accomplish our strategic goals.

6. Advocate for and implement the infrastructure necessary to accomplish our tasks.

EMPLOYEE STATISTICS

Number of Employees:

Full-time: 3

Part-time: 1

FY2018 HIGHLIGHTS

The Department successfully met or actively worked on its strategic goals as well as its special projects for the year. We remain active partners with several Town departments, all the schools, parent groups, and citizen groups like the Violence Prevention Coalition, the Bedford Community Partnership, the Regional Early Childhood Advisory Council, and the Bedford Chamber of Commerce. We continue to promote inclusiveness, diversity, and cultural competence in both our individual and programmatic dealings. We manage our resources with frugality and seek outside funding for special projects to offset Town budget expenditure. Our honed mission statement and strategic goals will continue to guide our daily work and future initiatives.

The department receives community oversight by a 9-member citizen advisory committee that is scheduled to meet 5 times a year.

We continue to benefit from office space centrally located in the Town Center building. Our residents drop in frequently and are positively impacted by the bright, cheery surroundings. We continue to be grateful to the Town and its residents for continued support of our work.

Supportive Counseling

This year marked the twenty-eighth successful

year collaborating with Eliot Community Human Services in Concord on the provision of counseling services to Bedford residents. Services were provided by four licensed, trained clinicians at our offices at Bedford Town Center building, at other school and community sites, or at the Eliot offices in Concord. Counseling services have been provided to about 170 different people over the course of the year with over 1,600 contacts, from a low of 44 to a high of 64 people each month. The four clinical staff held approximately 1,350 sessions during the year at our Bedford site, the low being 69 sessions a month and the high being 140. Slightly fewer sessions have been reported at Eliot's new office site on Baker Avenue in Concord, with about 54 residents choosing that site for services.

The Prevention Coordinator continued sharing responsibility with the Director in aiding residents with the Fuel Assistance application process, completing two of the ten new applications this year and one re-certification as well as assisting residents with applications for housing, Food Stamps, or other forms of aid. This included fielding countless phone calls, as well as the regular maintenance of the Youth and Family Services and Teen websites on the Town homepage.

This year marked the fifth full year of providing Veterans Services for Bedford residents as part of a district with the Town of Lexington. Created in February, 2013 and recertified by the Massachusetts Department of Veterans Services through June 30, 2018, the Lexington-Bedford Veterans District mission is to support veterans and their families in need of service and provide information and access to services for which they are eligible under the law. The district

HUMAN SERVICES

Youth and Family Services

has a full-time Director and part-time Veterans Services Officer (VSO).

Due to the marked increase in veterans residing in the community and increased need for services, the Lexington-Bedford Veterans District provided high visibility, regular Bedford hours, newspaper articles, and regular visits to community settings for educational and support purposes. We have documented around 500 face-to-face contacts on veterans' related issues, fielded about 800 phone calls and email contacts, and provided about 12 community support sessions with over 600 participants. We continue to be involved with the Bedford Veterans Hospital on the sixty units of existing veterans housing there and with the newer 70 bed Bedford Green housing for chronically homeless veterans age 55 and over. With Bedford Green being fully occupied, we continue to see the majority of our Chapter 115 clients come from that venue, necessitating Veterans Agent presence on site at least one day a month. We participate regularly in the Patriotic Holiday Committee and Veterans Day and Memorial Day remembrances.

Community Education

We continue our twenty-fourth year of school and Town collaboration on Prevention Services. Our full time Prevention Services Coordinator has responsibility for not only the prevention work but also the After School, Peer Mentoring, and the Youth Website. Highlights include:

- The 12th year of the Safe Homes Program, designed to support parental limit setting about alcohol and drug use at teen parties, had a stable enrollment of about 305 families, representing 396 students.
- The 19th annual Town-wide Substance

Abuse Awareness Month with prevention focused newspaper articles and bulletin board displays at both the middle and high schools related to topics like stress, friendship, transitions, safe driving, and alcohol use.

- Administration of the 10th Youth Risk Behavior Survey done April 2018 in collaboration with the Bedford Public Schools and Social Science Research and Evaluation (SSRE).
- Regular prevention programming at all schools and successful offering of tobacco, drug and alcohol education and diversion programs with support from both the Police Department and the school system, including a new pilot vaping education program at the high school.
- Continued sponsorship of the Bedford High School All Night Graduation Party, now in its 31st year and a long-standing tradition in Bedford designed to keep youth safe from alcohol and substance use after graduation festivities and reflecting our on-going commitment to students to the very end of their academic career in Bedford.
- The 12th year of our Volunteer Opportunities Book with listings from Bedford organizations and made available to Bedford youth and other residents looking for community service possibilities.

Other Community Education Offerings Include The Following:

- Parent education events at Bedford High School, reaching about 400 parents and professionals in collaboration with the schools, local parent organizations, Health Department, and Middlesex Partnerships for Youth.

HUMAN SERVICES

Youth and Family Services

- Further development and enhancement of the web based parenting section on our website.
- Incorporation of favorite articles from our Celebrating Parenting Engagement Calendar into our seasonal newsletter as well as selected school newsletter submissions.
- Collaboration with the Bedford Police on alcohol and drug diversion, domestic violence response, a school resource officer, a regional jail diversion program, now primarily focused on opioid use prevention with the hiring of a Recovery Coach.
- Participation with School and Town representatives to further develop crisis response capability in sync with the Town's emergency procedures, including contact with our core group of community professionals available on the mental health crisis team known as Community Crisis Response Team and who would be activated through our office at a time of need.
- Involvement with the Bedford Hoarding Task Force, reconvened this year as the "At-Risk Task Force" and continuing to include Health, Council on Aging, Police, Fire, and community representatives.

We continued our seventh year of monthly involvement coordinating the Bedford Housing Task Force, renamed the "Safety Net" Task Force, and meeting quarterly as an ad hoc group of Town, School, and community organizations working to support families in need at or below the poverty level.

Regionally we continue to be active in the Northwest Suburban Health Alliance, or CHNA 15, the 12-town public health region that

serves Bedford and that funded our Healthy Bedford Planning and Implementation grants. After successful completion of the Pedestrian/Bicycle Master Plan in 2015, our Healthy Bedford Task Force continues to meet quarterly as well as to review the non-infrastructure sections of the plan twice a year. This marked the third year of our Healthy Communities Coordinator being a permanent, part-time employee, and we continue to be grateful that the Selectmen, Finance Committee, and residents saw the benefit in this position for the Town. The Coordinator was especially active this year with the Selectmen, Town Manager's office, Council on Aging, and Economic Development administering the pilot local transportation option called the "DASH" to address resident transportation needs. The Coordinator represented Bedford at the MassDOT Moving Together Conference presenting on "First Mile/Last Mile Solutions." Continuing initiatives include promoting and expanding the Park and Pedal program, collaborating on annual summer and winter "Walkabouts," revitalizing the Healthy Dining program, and revisiting a community garden project, to name a sample of activities.

Statewide we are active in the following:

- Treasurer of the Massachusetts Municipal Association Human Services Council, or MMAHSC, the human services arm of the MMA.
- Board member of Partnerships for a Skilled Work Force.
- Bedford representative to the Regional Early Childhood Advisory Council which provides childcare assistance for working families of pre-school children.
- Bedford representative to the Massachusetts Hoarding Task Force

HUMAN SERVICES

Youth and Family Services

facilitated by Mass Housing.

- Mentor in the Leadership Initiative of the Massachusetts Providers' Council
- Working Group member of the Hoarding Intervention Training Institute.

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Resource and Referral

Our office has had approximately 10,000 resident contacts this year in regards to several of our services and youth events. We documented about 4,800 specific contacts with over 800 residents and have fielded over 1,100 calls, 350 emails, and 300 generic visits to the office. We distributed about 170 new resident packets.

We continue to work with the Violence Prevention Coalition of Bedford (VPC), the Bedford Police Department, and local clergy in support of gun safety through a local gun buyback program. We worked on behalf of the VPC to provide community education in collaboration with Bedford Embraces Diversity and Middlesex Community College for a second Bystander Intervention Training.

We updated and continue to print up and distribute the eleventh edition of the Community Social Services Reference Guide, most specifically to new residents, and which is also available at the office and on our website.

Youth Empowerment

Our Prevention Coordinator continued collaboration with the Middle School on a successful after school program. We again offered fall, winter, and spring programs with a total of 59 registrations. We were fortunate to have a total of 3 Middle School teachers/staff and 2 community instructors offer a total of 5 classes and activities.

The Peer Mentoring program was again successful this year as an After School option as part of the activities offered in the Corner, the youth space in Town Center overseen by the Recreation Department.

Other projects the Prevention Coordinator worked on included an After School Video Production Club jointly run with Bedford TV and participation in the Bedford Youth Task Force and the Bedford Public Schools Wellness Council.

Job Match continues to be an important resource for residents and a rewarding learning experience for the teens. Many students who would otherwise have not been able to find work have found employment through Job Match. We have had approximately 120 contacts related to that service with about 70 matches. The number of students throughout the year signed up to work averaged 40. Many satisfied residents have participated in this service for years.

Working under the auspices of the Bedford Community Partnership (BCP) and its Youth Task Force, we continued the work with the Schools, Police, Recreation, and Health on our local policy on youth. While we believe Bedford is still one of America's 100 Best Communities for Young People and remain committed to the five promises for youth of caring adults, a healthy start, safe places, effective education, and opportunity to serve, we took down our signs this year as the competition has not been funded since 2012. After eleven years coordinating the "Bedford Families Unplugged" events, we again supported residents and organizations creating their own unplugged evening and activities this year, offering suggestions and encouragement.

HUMAN SERVICES

Youth and Family Services

We continue to use the Healthy Bedford, formerly Bedford in Motion, website to promote healthy lifestyles along with health and wellness resources for families to address high Body Mass Index (BMI) rates, especially in children, and the promotion of “Healthy Bedford/Healthier Dining” initiative in conjunction with the Health Department. This website also incorporates the Safe Routes to School (SRTS) initiative begun eight years ago in initial collaboration with Health, Bedford Public Schools, Police, and Bicycle Advisory Committee and which involves designated days for students to walk or bike to school as well as on site bicycle and pedestrian safety training at the two elementary schools. All eligible Bedford schools have signed on to SRTS – Lane, Davis, and John Glenn Middle School - and participated in events this past year. Bedford actively worked with MA Department of Transportation on behalf of John Glenn Middle School and the SRTS Infrastructure Assessment by completing a project developing better student walking and bicycling access to the school along Mudge Way. That project was completed and dedicated October 2017 to great acclaim. Bedford was honored with an award at the State House end of June by Massachusetts SRTS leadership for its long-standing commitment to SRTS.

We collaborated with the Bedford Chamber of Commerce on the seventh RAY (Recognize A Youth) Award, which was established to identify a high school age young person who performs outstanding service to the Bedford community and/or who by their actions are excellent role models for their peers. This award was given at the Chamber’s Annual Dinner in February.



Safe Routes to School Ribbon Cutting, October 2017

FY19 PROJECTIONS

We are continuing our efforts to maintain our accessibility to the community at large. We plan to continue to ensure public awareness about our services through our seasonal newsletter, up-to-date website, regular press releases, and new resident packets. We plan to continue to be on the lookout for new ways to better educate youth and parents about tobacco, alcohol, and substance use and abuse. We will continue to support the Selectmen, Recreation, and the community in their response to maintaining adequate youth space, following up on the continued success of the Corner again this year for middle school youth. In addition to continuing our ongoing projects like coordinating the Youth Risk Behavior Survey, sponsoring the Safe Homes Program and the Peer Mentor Program, we are planning the following special tasks for next year:

1. Enhance web based parent education resources and offerings for the community.
2. Support and assist with any future Bedford Unplugged type events that focus on stress reduction and relationship building in conjunction with Bedford Community Partnership, Selectmen, Schools, and

HUMAN SERVICES

Youth and Family Services

- parent associations.
3. Plan and coordinate with the Violence Prevention Coalition and other community groups on events and activities ensuring Bedford as a community welcoming of diversity and free of hate and bigotry.
 4. Provide administrative oversight and support of Healthy Bedford including pilot initiatives like the DASH Transit project on behalf of the Selectmen and on-going initiatives like Safe Routes to School on behalf of the Youth Task Force and Healthy Dining in conjunction with Board of Health and enhance sustainability of all the efforts long-term.
 5. Collaborate and coordinate with Bedford Hoarding Task Force, now At -Risk Task Force, on not only developing hoarding prevention and de-cluttering education but in working on prevention interventions for any resident at risk in any area.



May, 2018 Safe Routes to School Day at Depot Park

DEPARTMENT OF PUBLIC WORKS

Department of Pubic Works

David Manugian, *Director*

PURPOSE

The mission of the Department of Public Works (DPW) is to provide high quality essential municipal services to the residents, businesses, and visitors to Bedford in an efficient and cost effective manner. The DPW is responsible for supervising the design and construction of capital infrastructure in the Town. Included are the day-to-day operations and maintenance of the Town's water and sewer system with the Water and Sewer division's 80 miles of water mains, 5,200 water service connections, approximately 400 sewer service connections, and 800 fire hydrants. The Highway division maintains the quality and drivability of the Town's 82 miles of paved roads and their drainage system as well as 32 miles of sidewalks and bikeways. The Grounds division performs interments and maintains 21 acres at two Town cemeteries in addition to the complete maintenance of all our 130 acres of athletic fields and parkland. The Mechanical division maintains and repairs most Town vehicles. DPW also provides engineering services to other Town departments and provides labor and support for local events such as Pole Capping, Memorial Day, Fourth of July, Bedford Day, Veterans Day, summer concerts and holiday tree lighting.

EMPLOYEE STATISTICS

Full-Time Grounds:	8.0
Full-Time Sewer:	5.0
Full-Time Highway	7.0
Full-Time Water:	4.0
Full-Time Mechanical:	4.0
Seasonal Labor:	1.5
Administration and Engineering:	13.6

FY18 HIGHLIGHTS

Administration

In FY18 Public Works started a review of its

operational structure in order to make adjustments within the existing staffing count to better reflect current services provided. These services include an increase of capital projects on an annual basis. The outcome of the review was to eliminate the Business Manager position and replace it with an Assistant Director position. The Assistant Director's main focus is on project management but also supports other Department staff as needed.

Department of Public Works staff and Transportation Advisory Committee held a public meeting for the Davis Road Boardwalk proposal. The boardwalk and connecting sidewalks will provide safe pedestrian and bicycle access along the White Cedar Swamp, linking the westerly neighborhoods with the center of town. Along with about 50 residents, members of CEC and CPC were able to ask questions about construction, wetland impacts and user expectations.

In early December, the DPW hosted the utility coordination meeting for the Minuteman Bikeway Extension project. The utility companies identified their overhead wires and underground connections to the 14 poles that will have to be relocated for the roadway widening and new shared use path along Railroad Avenue. The project to pave the former railroad right of way westerly to the Concord town line is scheduled for funding from Mass Highway Dept. of Transportation in FY2023.

Peter Churchill retired December 29, 2017 after 23 years as Bedford's Water & Sewer Operations Manager. Jason Raposa was promoted to succeed Peter. Rajitha Purimetla was hired for the new Assistant Director position.

DEPARTMENT OF PUBLIC WORKS

Department of Pubic Works



MWRA Poster & Writing Contest Awards

DPW director David Manugian attended the MWRA Poster & Writing Contest Awards at Deer Island on May 25th to honor Bedford High School senior Sonia Shah's poster regarding pollution in Boston Harbor.

Engineering

In FY18, the Engineering Division was involved with transportation improvement projects such as construction of the Mudge Way/ Great Road Intersection and path upgrades to the JGMS, new sidewalks along Hemlock Lane and a portion of Concord Road and the preliminary design of traffic calming measures in the Hartford Street neighborhood. The Town was successful in obtaining a grant of approximately \$400,000 from MassDOT's Complete Streets Program which will be used to construct sidewalks and raised crosswalks along Hartford Street.

Engineering also prepared plans and specifications for the cleaning and lining of water mains and a new sewer grinder at the

Page Road pumping station and the Washington Street pedestrian bridge. The Division will be working with MassDOT, MassDEP, VHB and Barletta Highway Division over the next 4 years on the Middlesex Turnpike Phase 3 roadway improvement project from Crosby Drive into the Town of Billerica. The project will add a second travel lane in each direction, new concrete sidewalks and bike shoulders, traffic control signals and will replace the bridge over the Shawsheen River.

The Engineering Division was responsible for filing environmental permits for the Davis Road Boardwalk and Washington Street & Lantern Lane pedestrian bridges, new trails and bog bridges in the York Conservation Area and the Altmann CA and trail markers with arrow blazes for the new Bedford Inner Circuit Trail. Several environmental permits were submitted for the Fawn Lake hydro-dredging and dam replacement project. It also assisted with the installation of the Town-wide fiber optic network

The wetland replication pond at Page Field was completed in the summer of 2018. The invasive phragmites were removed and the upland side of the berm was seeded with a mix to attract dragonflies, bees and other pollinators.

Engineering staff prepared the layout for the wayfinding signage along the Minuteman Bikeway and the mapping for upcoming Bike Share program.

Highway

The Highway Division is responsible for the maintenance and improvements to the Towns infrastructure. Integral functions of the Division include snow and ice removal, pavement management, drainage system maintenance, pavement markings, traffic signal

DEPARTMENT OF PUBLIC WORKS

Department of Pubic Works

maintenance, street sweeping, catch basin cleaning and sidewalk repairs.

As part of the FY18 Pavement Management program, Lane Ave, Winthrop Ave, Webber Ave, Deangelo Drive, Otis Street, Cutler Street, Highland Ave, Washington Street, Colony Circle, Independence Road, Patriot Circle, Garrison Drive and Hartwell Road from South Road to The Edge were reconstructed. This required restoring 4 miles of roadway edges using loam from our yard waste composting efforts. The Pavement Condition Index, PCI, for town roadways is currently 62. In several areas, excess pavement was removed and restored to a permeable surface to improve Town drainage and water quality.

The Highway Division replaced a 30-inch diameter double culvert and 2 headwalls on South Road that had failed, causing a significant cave in and traffic interruption. This repair was especially challenging as the road had to be excavated curb to curb, requiring us to develop a road closure and detour plan. The Division also worked to replace approximately 1,500 feet of failing corrugated metal drain pipe on Concord Road in conjunction with the new sidewalk installation project.

The Highway Division shimmed 60 manholes with rubberized asphalt filler that works to level off raised manholes greatly reducing damage to plows and equipment during snow removal operations. It was another above-average winter for this part of the country, with the DPW responding to 21 snow and ice events, 8 of which were multiple day events. Total snowfall measured 78 inches in which 39 inches fell in March alone making it an especially challenging month.

Mechanical

The Mechanical Division is responsible for the

specification, purchase, maintenance and repair of approximately 125 town vehicles and equipment. This involves diagnosing and repairing, welding and fabrication, as well as all preventative maintenance for the Towns fleet of automotive, heavy truck, small and heavy equipment as well as all snow removal apparatus.

In FY18, the Mechanical Division continued to recycle tires, parts cleaner and waste oil which have beneficial reuse. The mechanical Division continues to place great emphasis on preventative maintenance which has been improved by utilizing our preventative maintenance schedule. This also allows us to better plan our daily work and helps to eliminate unnecessary service related work saving Town resources. Work is continuing to organize the parts storage area and focus on inventory management.

Sewer

As in previous years, during FY18 the sewer division evaluated the reliability of the Town's 30 pumping stations and 85 miles of collection system infrastructure. A number of upgrades to the Great Road sewer pump station were completed in FY18; these include installation of a liquid level controller, installation of a smaller (125-hp) "pony" pump for more energy efficient low-flow pumping, and installation and programming of variable flow drives for the two remaining larger (300-hp) pumps.

Water

In FY18 the water division distributed approximately 480 million gallons of water, all of which was from the MWRA through the Lexington distribution system.

The Shawsheen wells and water treatment facility ran for the full year for the first time in

DEPARTMENT OF PUBLIC WORKS

Department of Pubic Works

a number of years. Both supplies of water are of excellent quality and are routinely tested by independent laboratories to ensure adherence to state and local regulations. The Water Division's licensed operators monitor the treatment facility daily for the proper dosages of chlorine, fluoride and sodium hydroxide (for pH adjustment). The wells can produce approximately 120 gallons per minute when in full operation.

Improvements on Pump #3 at the Main Sewer Station included installation of a new suction gauge and a speed control transducer that does not depend upon compressed air to operate the pump speed or the alarms. The old tubing that had been in service for almost 20 years was replaced, greatly improving the system reliability of the station. In addition, a new access port was installed on the shaft safety cage to allow lubrication of the universals.

The Water Division began a pilot program for the water meter replacement program. The DPW and its consultant, Weston and Sampson, replaced approximately 15 older water meters with new meters.

The new throttling valve at the Page Road metering vault has restricted flows so that upstream pressures in Lexington do not drop below DEP standards. The valves in the Great Road and Wiggins Avenue vaults have compensated so that no complaints of low pressure have been received to date. However, with the cool, wet weather in July, the Town did not reach the conditions that would cause low pressure problems in either Bedford or Lexington;

During both rounds of water quality sampling for July, the presence of Total Coliform was detected, but clear on the follow up sampling. Changes to the Total Coliform Rule require the

Town to complete an assessment of the distribution and treatment systems, but public notification is no longer required.

The water main to the Lane School was replaced using in-house staff. The final connections to the building and adjacent hydrant will be complete in early August.

In July, Conservation Technologies returned for the annual leak detection of water mains and gate valves. This year, the southern part of town and east of Route 3 were checked for leaks. Minimum leakage was recorded.

Grounds

The Grounds Division worked long hard hours cleaning up tree debris from the March 2018 Storms. The Division also worked with Marquis Tree who was extremely instrumental with the task.



DPW Grounds Division planting a paperbark maple on the Jenks Trail for Arbor Day

DEPARTMENT OF PUBLIC WORKS

Department of Pubic Works

The Grounds Division refurbished the Docks that are located on the Concord River at the Boat landings on Carlisle Rd.

A major highlight for the Grounds division in FY18 was working with Forte landscaping on the removal and the reconstruction of the Lane School playground.

Annual regular tasks include but not limit to:

- Treating hundreds of catch basins for West Nile Virus (WNV). The focus was on all public areas, near horse barns, densely populated neighborhoods and senior housing developments. This is the 15th year that DPW has been treating for WNV.
- Winterizing all the irrigation systems in Town.
- Set up and removal of holiday lights during the season.
- Cleanup of seasonal leaves
- Maintain all athletic fields for the entire town, including painting lines.
- Maintain the Shawsheen Cemetery and the Old Burial grounds, Prepare Interment sites for burials.
- Removal of falling trees and Planting new trees.
- Completing on average 100 work orders per month.

Refuse and Recycling

The Refuse & Recycling Division hosted two recycling events in 2018. In October, 239 cars visits were recorded and more than 4 tons of materials dropped off including 5,000 pounds of shredded paper and 1,680 pounds of scrap metal. In May, there were 146 car visits and 3 tons of material dropped off including 2,500 pounds of shredded paper and 1,300 pounds of scrap metal.

Dramatic changes in the global recycling

market provided new challenges for the Town to reduce contamination in the recycling bin. The Town incurred about \$40,000 in recycling processing costs.

For FY18, single stream recycling was down 28.25 tons (1.90%) compared to FY17. Trash from residential collection was up 3.90% (119 tons) while trash from Town facilities decreased by 7 tons (less than 1 percent). The curbside recycling rate (residents and town buildings) was 30.50% while the overall recycling rate was 42.4%. Bedford avoided \$125,044 in tip fees at the incinerator;

The Refuse and Recycling Division managed the Town's compliance to Universal Waste regulations. It provided residents and Town departments the opportunity to recycle fluorescent lamps and various types of batteries (1,368 pounds). In addition the DPW coordinated the recycling of materials from Town departments including 1.3 tons of electronic waste, 4,500 pounds of tires and 10.5 tons of tires.

The Refuse and Recycling Division actively promoted the program mailing each resident an annual brochure and a calendar of dates the Compost Center at 108 Carlisle Road was open.

FY19 PROJECTIONS

Administration

In FY19 DPW will be completing a reorganization of its staff. Among other changes the Business Manager position has been eliminated and replaced with an Assistant Director position. This change will reflect the changing nature of the Department's work. The Assistant Director will focus on capital project management but will also assist the Director and other department staff in a variety of activities.

DEPARTMENT OF PUBLIC WORKS

Department of Pubic Works

Engineering

The engineering division is planning ongoing water and sewer system improvements, including water pipe relining and sewer inflow/ infiltration removal. Design and permitting for the Fawn Lake improvement project will be completed with anticipated construction starting in FY2020.

Engineering will continue to work with its consultants on the Great Road corridor and Minuteman Bikeway Extension. It will continue to incorporate components of the Bike/ Ped Master Plan, Great Road Streetscapes Master Plan, Complete Streets Policy, and Comprehensive Plan into the Department's roadway rehabilitation and Transportation Improvements programs.

Highway

The highway division will continue to do a number of roadway, drainage, and sidewalk projects. It will be preparing the Pine Street neighborhood, Nickerson and Dunster Roads, Old Causeway Road, Revolutionary Ridge Road, and select other roads for paving in FY2019.

Mechanical

The mechanical division will continue to reduce inventory and upgrade six vehicles and pieces of equipment under its authority for replacement in FY19 out of a fleet of approximately 125 pieces. The determination to replace these pieces is part of a three step review process. An initial assessment identifies vehicles and equipment that may need replacing due to age, mileage, or condition. The second step utilizes the Town's VFA asset management software to review the preliminary capital budget available for replacements. The third step is an inspection of each vehicle recommended for replacement.

Sewer

The sewer division will be working with contractors to upgrade force mains and related pumping stations in the sewer system. It will be upgrading communications with sewer pumping stations to improve the SCADA (Supervisory Control and Data Acquisition) systems in place.

Water

In FY2018 a pilot project was completed and water meters were purchased. In FY2019 the water division will work with a contractor to replace existing older meters with "ecoder" meters capable of being read remotely and, if requested, providing a 90-day history of hourly water usage.

Grounds

The grounds division is working with the Arbor Resources Committee (BARC) to continue to plant trees through the Adopt-A-Tree program. The tree warden and assistant tree warden will work with BARC to develop a new tree policy related to the cutting or pruning of trees on town-owned land. The Grounds Division will also be working with the Department to start the process of a study for the expansion of the Shawsheen Cemetery.

Refuse and Recycling

A major goal for FY19 will be the negotiation of a new refuse/ recycling hauling contract. Two major factors that need to be considered in the new contract are the changing market for recycled materials and the growing interest in segregating food waste.

FACILITIES DEPARTMENT

Facilities

Taissir Alani, Director

The Facilities Department was established in 1997 to protect the capital investment made by residents of Bedford in their public facilities. The department plans and fulfills operating and maintenance requirements for approx. 750,000 square feet of building space. Furthermore, it provides maintenance, custodial and construction management services in a cost-effective, customer-oriented manner while working to maintain a safe, efficient, and functional environment for all building occupants.

The department handles various aspects of the Facilities Management including: administration, building maintenance, custodial services, procurement, projects design & construction administration including the initiation of IFBs, RFPs and RFQs, energy and utilities, real estate leases and Town and School building security access.

The Administrative responsibilities include operating and capital budget management, purchasing, accounts payable, maintenance management system administration, energy management, and environmental and regulatory compliance. Many of these responsibilities require managing separate accounts to track both school and town operating and revolving fund expenses.

Maintenance activities include scheduled preventive maintenance and the routine and emergency repair of all building systems, weekend building checks and on call emergency response services.

Custodial Services include daily and periodic cleaning, integrated pest management, non-hazardous waste disposal, recycling, general safety/security and custodial coverage for special events.

Project management responsibilities include defining the scope of work for each capital project, procuring and managing design services, reviewing design documents, the bidding of projects, construction contract management, and overall project management.

EMPLOYEE STATISTICS

Town Funded: 8.25
School Funded: 27.75

Building Statistics

Town Buildings (17): 220,127 sq. ft.
School Buildings (4): 532,907 sq. ft.
Total: 753,034 sq. ft.

FY18 HIGHLIGHTS:

Administration

The Facilities Department continues to add assets and asset requirements to the VFA Asset Management System in preparation of the upcoming Capital Projects process. Facilities in collaborative efforts with other Town Departments, worked on developing a six (6) year capital improvement plan.

The Department Staff also share the responsibilities of all energy efficiency initiatives, as well as all utilities tracking and monitoring. Facilities Staff also develops a list of potential energy efficient projects as well as research and apply for State energy grants.

The Facilities Department continues to look for ways to conserve energy use and cost. The BHS and JGMS were retrofitted with LED lamps throughout the schools. Facilities has developed its own 6 year energy plan to and identified those projects. Facilities has applied to the State DOER for a Green Community grant to do more energy efficiency projects. These projects, depending on the grant amount, will take place in Summer of 2018 and into the fall season.

FACILITIES DEPARTMENT

Facilities

Custodial

This division implemented a new annual cleaning procedure for school buildings. Following the design for Town buildings that have no protracted period of non-use, certain tasks historically performed during the

	FY17	FY16	FY15
Repairs:	1866	1,902	1,663
Preventative - Maintenance:	1856	1,969	1,998

summer vacation period are now being performed during the winter and spring vacations. This has allowed an overall more effective use of time resulting in more effective annual cleaning of the buildings.

Maintenance

The Facilities Department uses a Computerized Maintenance Management System (CMMS) to manage regular requests for repairs (Work Orders) as well as for scheduled-preventive maintenance. In an effort to be more efficient in completing work orders the maintenance division began working in buildings on a rotational basis; working in a building for an unspecified period of time to ensure work completion before moving onto the next building. The following table shows the number of repair and preventive maintenance (PM) requests for the past three fiscal years.

In addition the maintenance staff contributes considerable time and resources with various issues in relation to the Capital Projects listed below:

Capital Projects:

Facilities had a busy calendar/fiscal year performing and managing capital improvement projects.

The following is a partial list of major capital projects completed and/or On-Going, during

the past year:

1. Police Building:

- Installation of new lockers
- Installation of Evidence Room cameras.
- Interior painting.

2. Fire Station:

- Installation of new pumps and controls.
- Upgrade and expansion to airlines and compressor.

3. Public Library

- Retrofit of the existing windows into more energy efficient ones and adding energy efficient window screens.
- Exterior LED lighting.
- Repairs to chiller and associated pipes due to major break up. Painting and Re Glazing of windows.
- Removal and disposal of old fuel tank and boiler.

4. Town Center

- Installation of new sink and counters in COA.
- Repairs to several areas of roofing.
- HVAC evaluation of existing systems.

5. DPW

- Installation of new cubicles and space modifications.

6. Town Hall

- New drapes installed in Reed Room.

7. Davis School

- Space modification for education
- Student Tile project
- Repair of flooring
- Gym Floor refinishing
- AV System for Gymnasium
- Addition Project- Contract was awarded to M.O'Connor Contracting for approx.. \$11 Mil. Work to start July 1, 2018

FACILITIES DEPARTMENT

Facilities

8. Lane School

- Parking Lot Expansion
- Flooring Replacement
- Interior Painting
- Gym Floor refinishing
- AV System for Gymnasium.
- Student Tile Project

9. JGMS

- Interior space modifications.
- Interior Painting.

10. BHS

- Interior space modifications.
- Interior painting.

11. Job Lane House:

- Installation of sprinkler system.

12. Town Wide Public Safety Project

Energy Management

Facilities Dept. continues to seek ways to conserve energy use. As the prices of the electricity and natural gas commodities are expected to rise in New England, more emphasis is being put on saving energy. Maintenance calls that impact energy use are being addressed immediately. Buildings custodians have been reminded and trained to report any abnormal conditions.

Through a combination of energy savings measures and mild weather, Facilities has had some substantial savings in the utilities budget.

FY19 Planning

Administration

Facilities will continue to build up the VFA Asset Management System.

Facilities will plan, procure and bid some of the capital projects for the summer of 2017.

Several projects, including space studies, are being drafted for RFQ's/RFP's

Custodial

The Custodial division will continue to improve the methodology in which buildings are cleaned. For the schools, the implementation of the new cleaning schedule will be modified as needed to during school vacation to maximize the efforts and attention to other areas during the "Summer Clean Up and Maintenance."

With the increase in use of buildings after hours due to paid and non paid detail events staff will be evaluating the role the custodians will be taking in preparation, cleaning, and break down of these events.

Maintenance

The Facilities Department will continue to work to improve the completion percentage for preventive maintenance and repair work orders. The Maintenance division will continue to assist with the implementation of the 6 year capital projects plan.

Capital Projects

The Facilities Department has several project contracted out but managed with in-house staff. These projects are part of the Town's 6 year capital improvement plan (CIP).

EDUCATION

Bedford Public Schools

MISSION

The Bedford Public Schools will develop skillful, reflective, lifelong learners who think critically and creatively and who are informed, responsible, and productive global citizens. The school community will provide a safe, respectful, and inclusive environment in which the unique intellectual, social, ethical, and emotional growth of each learner will be realized.

POPULATION

Bedford's student body has grown in size and complexity during the past several years, with significant changes over the past decade. In FY17, our total school population was 2,652, as compared to FY17's 2,623 and FY07's total of 2,285. An additional 49 students are placed out of district for special education services. As just one indicator of our increasing diversity, our English Language Learner (ELL) population has grown from 1.4% in 2007 to 5.8% in FY18.

	FY07	FY16 (2015-2016)	FY18 (2017-2018)*
Integrated Pre-school	---	44	42
Davis	495	598	598
Lane	523	566	609
JGMS	517	556	586
BHS	750	858	817
Total	2285	2623	2652
Male	1141	1337	1343
Female	1144	1285	1309
African-American	5.6%	6.3%	6.1%
Latino	3.1%	5.8%	5.9%
Asian	8.3%	14.4%	15.9%
Mixed Race, Not Hispanic	1.9%	4.9%	5.3%
Native Hawaiian, Pacific Is	---	0.2%	0.1%
White	80%	68.4%	66.8%
Non-White	20%	31.6%	33.2%
English Language Learner	1.4%	5.3%	6.1%
Special Education	19.6%	16.8%	16.9%
Economically Disadvantaged	5.9%	8.4%	8.2%
High Needs	---	28.1%	28.2%

EDUCATION

Bedford Public Schools



Community Responsibility: JGMS Students Clean Up the Courtyard

KUDOS

Boston Magazine recently ranked Bedford High School #11 in Greater Boston, and NICHE.com have recently ranked the Bedford Public Schools as the 23rd best out of 239 districts in the Commonwealth, and Bedford High School, 24th out of 397 public high schools in Massachusetts. While the Niche.com ranking is slightly lower than last year's ranking, this is a welcome acknowledgement of the top tier quality of Bedford High's education. However affirming these numbers are, we place limited stock in these comparisons, since neither the complexities of public education nor the value of our rich thinking-based curriculum and caring and supportive educators can be captured by standardized test scores or aggregate class size averages.

STUDENT AND STAFF SAFETY

As always, student and staff remained a priority in FY18. Our district-wide Crisis Team, comprised of a crisis coordinator, the assistant principals from each building, guidance counselors and adjustment

counselors, our Bedford Police School Resource Officers, and a representative from the Bedford Fire Department, met regularly throughout the year. Practice drills with staff and/or students were held in each building, enacting the A.L.I.C.E. protocol. All four schools keep all doors locked, with buzzed in access (based upon line-of-sight or camera imaging) only through the front door. Bedford Public Schools and Police Department belong to NEMLEC, a regional organization of schools and police that shares resources and provides consulting in cases of emergency. The Bedford Fire Department conducts regular fire evacuation drills.

OPERATIONS

The Bedford Public Schools district consists of two elementary schools, a middle school and a high school. In addition, the Bedford Public Schools is a member of three special education collaboratives (EDCO, CASE and LABBB). Moreover, the town of Bedford is one of five founding members of the Shawsheen Valley Technical High School. The student body reflects the community's growing demographic complexity, which is further diversified by enrolling students from Hanscom Air Force Base, approximately 112 students, and from Boston, approximately 100 METCO students. The school system also offers an Integrated Pre-K special education program.

The day-to-day operation of the Bedford Public Schools is under the supervision of the Superintendent, Jon Sills. The policy-making body for the Bedford Public Schools is the Bedford School Committee. The Bedford School Committee consists of five (5) elected members, for terms of three (3) years.

The goal of the Bedford Public Schools is to provide a well-rounded, balanced education

EDUCATION

Bedford Public Schools

	Students Per Class Guideline	Max # of Students Per Class Guide- line	October 1, 2016 Average	October 1, 2017 Average
Kindergarten	18	20	21.75*	21.8
Grade 1	20	22	22.2	22.1
Grade 2	20	22	22.9	22.4
Grade 3	22	25	22.4	22.8
Grade 4	22	2	22.8	22.5
Grade 5	22	25	22.8	24.4
Grades 6-8	23	25	36 Specials, 8 Core Subjects over guideline	5 Core Academic and 27 Arts/ Well/ Tech over
Grades 9-12 Introductory and <u>College Prep</u>	18	20	1 majors over guideline	3 majors, 1min. over guideline
Honors and High Honors/ AP	22	25	9 majors over guideline	5 minors over guideline

			October 1, 2016 Average	October 1, 2017 Average
Professional Staff			284.80 FTE's	293.7 FTE's*
Non-professional Staff			77.4 FTE's	85.35 FTE's*
October 1 Enrollment			2623	2652
Graduation Rate			92.7%	97.3%
Post Secondary 4 Year College Post Secondary 2 Year College Total			81% 11% 92%	83% 11% 94%

*The FTE increases over the past 5 to 10 years are attributed primarily to the creation of in-house special education programs that have contributed to an over 60% reduction in out-of-district placements. In the last several years, significant increases in enrollments have driven these changes as well.

EDUCATION

Bedford Public Schools

that is child-centered. The curriculum of the schools aligns with the Commonwealth's guidelines. To effectively meet the needs of each child and deliver the 21st century education program to our children, we establish goals for maximum class size. Effective budget development enabled us to move closer to our class size goals and significantly reduce the number of classes exceeding our guidelines.

STRATEGIC OBJECTIVES AND INITIATIVES

The District renews its pre-K-12 strategic objectives and accompanying initiatives on an annual basis, and reviews progress semi-annually. Our four overarching strategic improvement goals for the 2017-2018 were:

- Coherent, Global, Higher Order Thinking Curriculum/Minds-on Learning
- Equity, Diversity and Community: Teaching All Students
- Collaborative Professional Culture
- Strengthening Communication with Families and Community

Each school, through its school council, creates an annual School Improvement Plan, which is aligned with the District Strategic Goals Plan, for full pre-K through grade 12 cohesion and vertical integration, and which includes additional school-specific goals and initiatives as well.

The following review describes the District Strategic Goals and samples of school specific steps taken during the 2017-2018 school year.

COHERENT, GLOBAL, HIGHER ORDER THINKING CURRICULUM/MINDS-ON INSTRUCTION

This overarching curriculum and instruction goal reflects the District's commitment to developing "skillful, reflective, lifelong learners who think critically and creatively and who are informed, responsible, and productive global citizens." "Minds-on" learning assumes that in order for students to learn how to think analytically and creatively in the context of rich content, they need to exercise those capacities regularly and frequently, and so instruction must be active, engaging and student centered, where they are doing the intellectual work.

Key Learning Challenge: All Students Must Be Able to Comprehend Complex Non-fiction Text with Increasing Independence

- Close Reading Comprehension Skills
 - Student Leadership of Their Own Learning
- Literacy. For years, Bedford Public School students, K-12, have been learning how to closely read fiction and draw upon textual evidence to support claims about their



Build a Box

literature (e.g., author's intent, character development, motif, etc.). However, developing these comprehension skills in

EDUCATION

Bedford Public Schools

portfolios of their work and reflected on their progress. A number of teachers had their students conduct “student conferences” during Back to School Night. The Fifth Grade Invention Convention is an excellent example of Lane students assuming ownership of their learning. Students select a practical problem to solve and then create an invention to solve it. They must also demonstrate the steps that they took to improve it, and then they present, answer questions and explain to other students and adults during an Invention Convention. Here, student choice combines with learning the engineering process and developing both problem solving and presentation skills. The experience strengthens student independence and perseverance in the process.

JGMS teachers continued year two of student work curation and reflection, where every 6th grader created a digital portfolio. This work will deepen as other subject area teachers have students use these platforms to reflect on work.

Extensive Independent Research and Curating Their Work at BHS. English, science and world language students at BHS continued to regularly curate their own writing and reflect upon their progress. All students engage in major research projects either individually (9th grade I-Search Paper, where they write about their own research process) or collaboratively (History Fair, where they turn their research into documentary videos, performances, etc., and regularly win state, if not national, competitions), and as a culminating project (12th grade ELA).

Implementing New Science Standards

The new science standards, which our science program administrator has been deeply involved with at the state level (currently a Science Content Specialist at the high school level), are now approximately 90% implemented at JGMS, 75% at BHS, and fully implemented at Lane and Davis.

Instructional Technology Integration to Extend and Deepen Student Learning

In order for our students to be:

- Reflective learners
- Creators/curators of knowledge
- Critical thinkers and problem-solvers of real-world issues
 - °Digitally literate
 - °Good digital citizens

Our teachers use technology to promote:

- Inquiry-based, hands-on, minds-on learning
- Multi-modal means of learning and demonstrating understanding through creative expression
- Project-based learning
- Interdisciplinary learning that integrates digital literacy
- An emphasis on learning processes – i.e. engineering design process

To do so effectively, under the leadership of our Library and Digital Media team, Digital Literacy learning is organized into four strands:

- Computing and Society
- Digital Tools and Collaboration
- Computing Systems
- Computational Thinking

Computational thinking involves solving problems, designing systems, and understanding human behavior, by drawing on the concepts fundamental to computer science,

EDUCATION

Bedford Public Schools

including using abstraction and decomposition when attacking complex tasks or designing complex systems.

Equity, Diversity and Community: Teaching All Students

- Being inclusive, creating safe classrooms for intellectual risk-taking, closing achievement gaps, and facilitating healthy social and emotional development, all require thoughtful and ongoing adjustments to curriculum and instruction and the creation and improvement of specialized programming. Below are some of the ways in which these changes took place in FY18:
- Special Education-Regular Education Co-teaching. In order to be more inclusive and effective, most of the supplemental support work that is provided to students on IEP's takes place within the general education classroom, as opposed to the practice of pulling students out into learning centers that was prevalent until three years ago. In the elementary schools, by clustering students with IEPs in three or four classes (students whose English is a second language in another three or four classes,

and students with greater reading challenges in another), all included benefit from co-teaching. Invariably, students in regular education benefit from the teaching teams as well.

The data below illustrate the upward trend for the number of classrooms where co-teaching is taking place. This year was the third year for co-teaching at Davis School and the first year at Lane, JGMS and BHS.

- Special Education Bridge, STEP and SAIL Programs. In its 3rd year at Davis, our

School	2016-17	2017-18
Davis	36 students with IEPs, in co-taught classes	42 students with IEPs, in co-taught classes
Lane		82 students (IEPs), in co-taught classes
JGMS	20 students w/ IEP's in 3 co-taught	90 students w/ IEPs in 8 classes
BHS		51 students w/ IEPs in classes



Co-teaching

intensive sub-separate SAIL program for students with autism expanded to the Lane School. Our Bridge Program for students with emotional challenges expanded to two classrooms at BHS, while continuing with one classroom at Lane and JGMS. Our SAIL inclusive programs for students with milder autism at JGMS and BHS each served 12 students, and our sub-separate STEP program at BHS served 13 students with more significant emotional disabilities. These programs together engage multiple special education teachers and adjustment counselors. They serve students in a way that allows them to be among their regular education peers or in

Bedford Public Schools

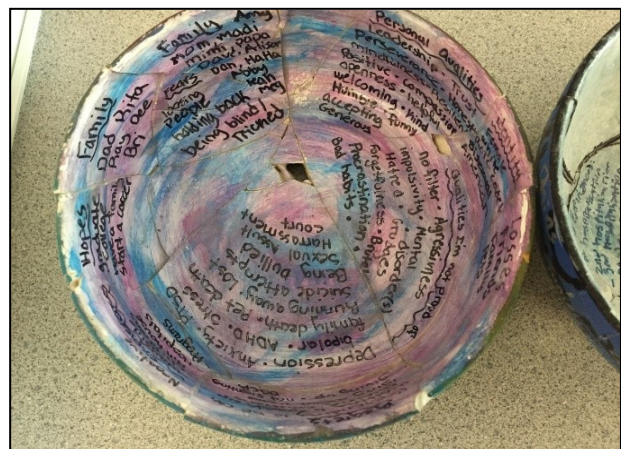
the least restrictive setting. IN FY18, they contributed to reducing our out-of-district placements to 49 from a high in FY07 of 116.

- Social Emotional Learning Across All Classrooms. We have proudly always been a “whole child” school system, that emphasizes a well-rounded education and concentrates, particularly in the younger years, on emotional development. However, two factors have influenced the district’s decision to attend more closely, in recent years, to students’ social and emotional development, and to the ways in which various emotional conditions and stresses can impact academic growth. The first is that students we teach in Bedford, similarly to students across the Commonwealth, are more frequently coming to us with trauma, emotional disabilities, school refusal, and other challenges. The second is our learning from the growing body of research on the connection between students’ emotional health, diminishing inordinate stress (some stress is important), social connectedness and learning. With these in mind, 2017-2018 saw a great deal of work in this domain.
- District-wide work included the expansion of the 6-12 Guidance Program Director position to a K-12 Director of Guidance position, which we filled in the spring for the 2018-2019 school year. This will enable the district to develop a coherent pre-K through 12 social emotional system including guidance counselor delivered curricula, common protocols for interventions and communication regarding students with significant needs, hospitalizations, etc.

The keynote speaker at the March district-wide EdCamp was the 2016 Massachusetts Teacher of the Year, whose accomplishments integrating emotional supports while maintaining academic progress led to our hiring her as an elementary Coach/Director of Student Achievement K-5.

Our specific special education program for students with emotional disabilities, the BRIDGE program, underwent a thorough FY18 review whose recommendations led to significant improvements, K-12 protocols and admission criteria, and additional staffing (adjustment counselors and teachers)

- Davis and Lane students continued to participate in morning classroom meetings aimed at developing social awareness, civic responsibility and emotional self-regulation. At each school, community meetings/assemblies amplified these messages (e.g., We Are All Unique, Friendship, Perseverance) at Davis, Veterans Day at Lane), and Lane School selected a new social emotional daily



Each Student in the High School BRIDGE Program Creates a Personal Reflection on a Broken Bowl

EDUCATION

Bedford Public Schools

morning meeting curriculum, Responsive Classroom, for full implementation in the coming year.

- JGMS implemented its Social/Civic Expectations (HEART) encompassing Honor, Empathy, Acceptance, Responsibility and Tenacity, with enthusiastic student and teacher engagement in the form of posters, projects, classroom rubrics and assemblies.

JGMS, which held its 5th annual stress-free day, replete with therapy dogs, games, relaxation classes, etc., implemented a new Mindful Moment Room with the financial support of the Bedford Educators Foundation. This room is intended to provide a quiet place for: students recovering from concussions; student-student mediation; lunch groups for socially isolated students; etc. The guidance department has implemented a game that teaches 6th graders how to meditate to relieve stress.

Bedford High School, which also had a Stress-free Day, and whose Health curriculum incorporates mindfulness practices, has included inordinate stress reduction as a school improvement goal for the past several year. Last year, the goal focused on the 9th Grade transition, and the high school implemented a number of changes that included the reintroduction of a 9th grade orientation and the creation of an Ambassadors program to mentor rising 8th graders. The high school also secured funding for a three-year Challenge Success program implementation, starting in FY19, to do a thorough study of, and proactive intervention concerning, excessive student stress.

- Differentiated Instruction* and Universal Design. Faculty continued to grow in their ability to provide different access points for students and different opportunities for

students to demonstrate understanding, given the wide variety of learning styles in their classrooms. They engaged in data analysis processes to determine instructional approach, pacing, flexible grouping, and intervention. (*see Glossary)

- Identifying Struggling Students, Adjusting Instruction, Providing Interventions

°Teacher teams met regularly throughout the year to discuss student work and analyze benchmark assessment achievement data in order to agree upon curricular or instructional modifications aimed at meeting the needs of all students.

°Particular attention was paid to universal design and pre-planned differentiated instruction, which is based upon an understanding of students' different learning styles and needs. /Tier One interventions, which involve classroom teachers' instructional adjustments, often in response to "just in time" assessments that reveal incomplete understanding or skill development. At the same time, all four schools continued to implement Tier Two interventions (e.g., additional reading support, assignment to Skills Centers, 504 Plan creation) and Tier Three (testing for special education).

°All four schools made adjustments to their Child Study or Student Assistance Team processes to improve data analysis and communication protocols.

- Cultural Proficiency and Closing Achievement Gaps The Bedford Public Schools continued to prioritize anti-

EDUCATION

Bedford Public Schools

racism, cultural proficiency and gender awareness professional development. Our innovative programming is recognized throughout greater Boston and beyond as impactful and transformative. Despite these efforts and their results (more students of color in high honors and AP, more young women in advanced STEM classes, improved MCAS scores among subgroups in certain grades, disparities in achievement continue and require our ongoing systematic attention. Some highlights follow.

- Bedford's leadership was instrumental in revitalizing METCO, Inc., whose value in supporting the work of integration in the 31 districts, including Bedford, is vital to all of our districts' continued success.
- In FY18, upon reflection regarding the importance of overcoming the social isolation that many of our Boston students experience, BPS created an Interracial Parent Advisory Council, whose 40 volunteers met for the first time in June. With the aim of building family and student bridges, contributing to the work begun in earnest the previous year to increase our educators of color staffing through networking and other efforts, and being a sounding board around race related matters, the council is poised to begin its work in earnest in FY19.
- The district created a K-12 English as a Second Language Program Director position and filled it in the spring. With our 6% ELL population, the need for closer coordination of our efforts had become apparent.
- The high school Tenacity Challenge, our

inter-district academic scholarship competition for teams of urban and suburban African-American and Latino/a students had its seventh annual event, with approximately 200 students participating, and our second annual middle school event, with approximately 80 students participating. The nearly 100 faculty members, 12 alumni and 10 community members who volunteered their time spoke volumes about our educational community's commitment to equity.



Middle School Tenacity Challenge

- Our annual Women in Science competition once again involved scores of teams from several states. Incredible hard work goes into planning this full day of competition for young women interested in science and technology.
- Our Religious and Cultural Holidays Task Force completed its work, and FY18 saw its first year of implementation with no significant bumps. As a two-year pilot, the policy will be reviewed in FY19.

Collaborative Professional Culture

- Teachers continued to make excellent use of their Wednesday afternoon teacher

EDUCATION

Bedford Public Schools

collaboration time, as they worked together to: set learning targets, analyze student work and make adjustments to instruction; make improvements on common assessments; develop intervention plans for individual students; explore new ways to integrated educational technology to deepen learning; etc.

- Across the district, teachers worked in regular classroom/support personnel clusters, grade level teams, departments, child study and student assistance teams, K-12, K-5 and 6-12 vertical teams, professional learning communities, co-teaching pairs, and program staff groupings to develop curriculum, modify and share instructional strategies, and diagnose and respond to students' learning challenges.
- Our highly successful EdCamp professional development model, where teachers teach teachers, and the enthusiasm with which so many teachers embrace the support offered to them by our instructional coaches, are two strong examples of our collaborative culture.

ACCOUNTABILITY

This information is based upon the Spring, 2018 tests.

We are in a testing transition that has extended over the past several years. Students in grades 3-8 took the MCAS 2.0 in ELA and math for the second year in 2018. The first year of the test, 2017, served as the baseline for the new test. Improvement targets were set for all students and for each subgroup based on those 2017 results.

MCAS 2.0 is the new state assessment, which tests students' knowledge and understanding

of the Massachusetts Frameworks in ELA and Math, both of which strongly reflect of the Common Core Standards. These Common Core standards focus on higher order thinking skills in relation to text, and therefore align closely with the Bedford Public Schools' core focus on strengthening students' analytical thinking skills. However, where for quite some time we have taught students how to use textual evidence to support claims about the fictional literature that they read, having them do this with nonfiction is a relatively new focus. Developing these skills K-12 is presently our central strategic priority.

Meanwhile, the Science assessments and the 10th grade ELA and Math assessments, referred to as Legacy MCAS, reflect the old standards, with a small degree of the new standards layered in.

Results Overview Overall, the following information shows excellent achievement and growth at the 3rd – 5th grade levels, with 4th and 5th grade showing the strongest results. In the 6th – 8th grade category, 7th and 8th grade reflect moderate to good overall achievement, with poorer showings in our subgroup categories like special education and low income students. The 6th grade's scores fell short of expectations and require a much more detailed causal analysis. The prognosis for improvement is strong, given the excellent results at the Lane School, which integrated the Common Core well before either the middle or the high school. With our new, "all hands on deck focus on literacy", particularly the development of students' abilities to independently comprehend complex non-fiction, or paired fiction and non-fiction texts, we are confident that the middle school's results will become

EDUCATION

Bedford Public Schools

much stronger.

The high school continues to score in the high range for math and ELA, (90% Advanced and Proficient in math, and 96% in ELA), but we have dipped in the past few years. This decline, while small, particularly given the strength of the programs that support our most struggling students, is something that we are anxious to better understand and address. While Bedford's high needs population is larger than most of the districts that are scoring higher, our mission is to bring all of our students to Advanced or Proficient levels.

Bedford's graduates were well-prepared for college and other post-secondary pathways and were admitted to a wide range of private and public universities, military academies and the armed services. With 94% of graduates attending college, 82.8% went on to 4-year schools and 11.2% to 2-year colleges. A sample list of colleges that our 2018 graduates are attending may be found in the BHS Profile 2017-2018 on the Bedford High School website, www.bedford.k12.ma.us/bhs. Our college-attending alumni regularly inform us that they feel better prepared for college than their peers.

MEETING MANDATES AND ADDRESSING EXTERNAL DEMANDS

- **McKinney-Vento.** By statute, Bedford remains responsible for the transportation of a small number of homeless students. **The SEI (Sheltered English Instruction) Endorsement,** required for core teachers who have at least one English learner (formerly called "ELL" student) in their classroom is now a requirement for new teachers hired in Bedford. If a newly hired core teacher does not have the

endorsement, he or she is required to obtain it within one year. Furthermore, as part of our review process in 2017-2018, we have urged core teachers not yet endorsed to secure the endorsement, and Bedford has covered the cost for this coursework or preparation. As a result, we expect all teachers who require the endorsement to have it in place by the end of the 2018-2019 school year.

- **Common Core.** Under the guidance of our principals and curriculum leaders, all elementary teachers integrated Common Core/Massachusetts Frameworks standards into their teaching, and ELA and math teachers did so at JGMS and BHS. The Common Core focus on higher order thinking, textual analysis, evidence-based argument, and the reading of complex texts aligns closely with District learning expectations.
- **New Educator Evaluation.** The Joint District/BEA Committee continued to refine the evaluation process, as teacher teams used their professional practice goals to advance collaboratively determined practices that improve student learning.
- **Restraint Training:** Our own trainers provided both initial and refresher training to teachers, counselors and administrators as we moved from CPI to Safety Care protocols.
- **Anti-bullying Programming and Training:** Adding to extensive anti-bullying education work that has long been a hallmark of social emotional learning at JGMS and has been strongly present in the other schools, the district added new reporting protocols to meet state requirements regarding appropriate steps should an adult bully a student.
- **NEASC:** The district leadership continued to provide leadership to the work being done

EDUCATION

Bedford Public Schools

across New England to reform of accreditation process.

PERSONNEL AND PROFESSIONAL DEVELOPMENT

- The district successfully negotiated with the Teaching/Educational Assistants, the Administrative Assistants and the Nurse in FY18 to agree upon contracts for the next three years. Bargaining began with the Maintenance and Custodians Union.
- The district instructional priority was on year one implementation steps for K-12 literacy. The goal is to prepare all students to engage successfully and independently with reading of multiple complex texts and communicating their understanding and perspective on them. Strong abilities and stamina in these kinds of tasks will prepare our students for civic, college and career expectations when they graduate from our district.
- Leadership teams in all four schools examined performance data of standardized and common assessments to monitor our progress as a district, both with “all students” and within various subgroups, such as “high needs” or English Learners (formerly ELL).
- The K-12 curriculum leaders, in support of literacy implementation, analyzed student work connected to K-12 speaking and listening standards to understand how deepening literacy is reflected in student work K-12. They examined student work and assessments across disciplines and grade level that used claim-evidence-reasoning approaches, moving toward a K-12 coherent sequencing of skills. The work in 2018-2019 developing from that

foundation will look at K-12 Reading and Writing Anchor Standard 1, which includes complex reading and writing connected to research and argument.

- We know that students cannot learn effectively unless they are emotionally safe. Deliberate work to support the social-emotional needs of students and their families within and beyond the classroom continued in each building. Davis School adjusted their student support process and protocols the team uses to tighten the follow-up and intervention processes. They examined their social-emotional curriculum and will continue to examine ways to make it more coherent. Lane integrated stage one of Responsive Classroom, a curriculum to help students develop citizenship and resilience. The faculty was trained formally on the curriculum in August 2018 for fuller integration in the 18-19 school year.
- JGMS rolled out their H.E.A.R.T. civics expectations initiative, accompanied with mindfulness professional development for staff and informational evenings for parents. That work will continue into the 2018-19 school year. At the high school, where there have been continuing and increasing concerns about student anxiety and stress, Principal Heather Galante, supported by faculty, students, and parents, has recommended the Challenge Success Program, training for which began in summer of 2017. The first year implementation encompassing comprehensive needs assessment will take place in 2018-2019.

Teachers Collaborating at Davis School Workshop

EDUCATION

Bedford Public Schools

- In order to develop a more coherent K-12 social-emotional and curriculum and counseling program, the district created a K-12 Guidance and Counseling position (it was formerly 6-12 only) and paired it with a K-5 Elementary Guidance Coordinator position.
 - The New Teacher and Mentoring Programs continued to be refined and strengthened under teacher leadership. Facilitators of the two programs participated in professional development around structuring adult learning to build their capacity for the work.
 - Professional development in elementary science included hands-on science workshops for the teachers at Lane, following by a more intensive course offered by Cambridge College open to Lane and Davis teachers. The course helped teachers deepen their own understanding of science while at the same time working on ways to engage students in the inquiry process. Plans are to have the course available to elementary teachers again and to offer the hands-on embedded professional development at Davis.
 - Teachers, coordinators, and coaches at JGMS participated in various professional development sessions offered by Keys to Literacy, an organization that offers research-based literacy practices that help all students improve their comprehension skills and strategies. The sessions were so helpful and well-received that Principal Kevin Tracey arranged for all faculty to be trained in the program in the 2018-2019 school year. That training began in August 2018 and will continue through the 2018-2019 school year.
 - Program Administrators and Program Directors developed work plans in spring 2018 to help structure summer curriculum work as well as lay the ground for summer leadership retreat work. At that leadership retreat, plans were discussed and refined, leading to clearly identified literacy implementation steps that are now part of the 2018-2019 District Improvement Plan recently approved by the school committee.
 - Summer curriculum work and professional development included supporting our co-teaching teams, both with training and planning time; continued training of teacher leaders at Davis School to build shared leadership capacity; teacher-led training of Lane teachers in Lucy Calkins' Readers Workshop; curriculum development of reading partnership at JGMS, pairing reading specialists with science and social studies teachers to strengthen student skills and stamina with complex non-fiction texts in those subject areas; extensive work at the high school to meet the needs of struggling readers, supported by professional development with a reading-special education consultant that will continue into the 2018-2019 school year.
- To support teachers in their use of data to inform instruction and leaders in their efforts to monitor student progress, the district piloted two approaches to data visualization beginning spring 2018, with extensive system-building over the summer. One program, Student Insights, will allow us to share notes about interventions more readily in a longitudinal system that will improve our

EDUCATION

Bedford Public Schools

support processes K-12. The other system, developed through Google sheets, allows teachers to enter benchmark or other assessment data and then have available comparisons and summary data about how their students are doing, as well as item analysis that will help to inform instruction. Both systems will be piloted in 2018-2019, using feedback from teachers and leaders to determine our best direction with them moving forward.

- The renewed partnerships with Teachers as Scholars and Primary Source were very successful and will be continued for the 2018-2019 school year. The Bedford Educational Foundation continues to fund four of the 16 seats in Teachers as Scholars.
- The EdCamp professional development day, in which teachers teach other teachers around specialty topics of interest, was done for the first time K-12 in March 2018 and was a resounding success. It is organized and facilitated by the technology department, including instructional and tech integration coaches. They begin by surveying faculty

needs and interests so as to build a program that fits the needs of educators.

We are so appreciative of the financial support received from our parent associations (BEST, MSPA, BHSPA, POMS, Artlink, BAA and team-based parent associations) for scholarships, teacher luncheons, enrichment programs and teacher appreciation gifts to name a few. Parent volunteers provide important staffing support in our libraries and at recess.

We are also grateful for the Bedford Education Foundation (BEF), which helped fund a significant number of teachers' initiatives. The following examples from just one grant cycle illustrate the kinds of support that the foundation provides:

FACILITIES

- JGMS and BHS Projects. The district convened a building committee and submitted a Statements of Interest to the Massachusetts School Building Authority (MSBA) for building at JGMS, based upon our NESDEC enrollment study, projected increases following real increases at Davis and Lane, earlier growth at JGMS than expected, and programmatic needs. We

Bedford Education Grant Cycle					
Grade	Subject	Project	# Students	Amount	Request
8	Science	Weather Station	193	\$1,319.95	Weather station and 2 monitors for new weather curriculum unit
6-8	Theater Arts	iPads	410	\$2,178.39	iPads for music classes
3-5	Math	Reflex Math	650	\$3,295.00	Online math facts program
k-5	Recess	Playground Problem Solving Wheels	1200+	\$675.00	Spinning wheels with different problem solving strategies dealing with conflicts
1, 2	Science/SS	Earth Day	95	\$660.79	Reusable gloves, fabric, markers, wooden dowels, Earth Day books
2	all	Classroom Calming Corners	44	\$628.62	Bean bags, rugs, stuffed animals, stress balls, timers, books, etc.

EDUCATION

Bedford Public Schools

are grateful for all of the volunteers who served (and continue to serve) on the the JGMS/BHS Building Committee, most of whom also gave of their time to both the Lane and Davis Committees. includes Town Meeting approved \$120,000 in funding for the feasibility study for the addition at JGMS and for a renovation at BHS.

- Lane School Project. Having completed the school renovation and addition in time for the FY18 school opening, initial work was completed on the Lane parking lot, following a downward revision of the



size of the project.

- Davis School Building Committee and Project. Special Town Meeting approved funding for schematic design and construction documents in the fall, and approved a bond authorization for \$11,300,000 for construction at Annual Town Meeting. Construction on the 14 room addition and internal renovations, which will enable the district to move the pre-school and CASE classrooms to Davis School, began in June, 2018.
- Capital Planning. The district continued to

work closely with the other town departments to update the six year capital plan. Key components of the schools' six year planning include:

- Annual technology budgeting to include cyclical replacements of infrastructure equipment, large scale hardware like interactive projectors, and desktop and laptop computers.
- Energy Efficiency. The Facilities Department continued to promote energy efficiency projects in the town and the four schools for a significant savings.
- Athletics: The press box lift was installed at Sabourin Field and the natural turf fields were developed on the site of the St. Michaels' land purchase.

FISCAL MANAGEMENT

The District updated our six year capital plan for the schools in conjunction with the other town departments and established the importance of providing sufficient resources to maintain our technological infrastructure, our student information services, our digital communication capability and our technology reliant instructional modalities.

- The community's support, expressed through the collaborative work of the town boards and the Town Meeting budget approval, yielded an FY19 budget that will enable us to provide a well-rounded education to all students, with rich curricular offerings in the core academic subjects, the arts, technology and physical education. The budget will allow us to continue to provide the supports required to meet the needs of an increasingly complex student body.

EDUCATION

Bedford Public Schools

- The schools met the FinCom guideline of a 3.5% increase over the FY18 budget. The key budget drivers included enrollment, special education, program improvements (personnel and resources) and space needs not related to the major projects. With the Maintenance of Effort costs comprising 98.8% of the total budget, the new requests totaled \$478,249.
- The superintendent and finance director oversaw the implementation of the FY18 budget that was designed for programmatic changes and additional personnel needed to:
 - maintain expected level of educational excellence and rich curricular offerings,
 - academic and social emotional support programs,
 - address a fast growing population at Lane and JGMS, and expand cost-saving in-house special education programs that better meet our students' needs, particularly our integrated pre-school and our SAIL program for students with autism.

Glossary

Benchmark assessment-a fixed assessment that evaluates students against specific grade level standards and learning goals

Differentiated Instruction-a framework for effective instruction that gives students different paths for learning, often in the same classroom

Universal Design for Learning (UDL) is an educational framework based on research in cognitive neuroscience that guides the development of flexible learning environments that can accommodate individual learning differences.

Tiered Intervention: Instructional approaches designed to help students reach or maintain grade level performance; these approaches are in three tiers: Tier 1 are used for all students in the general education classroom; Tier 2 are small group instructional practices that help with re-teaching or practicing; Tier 3 are more intensive interventions, sometimes individual, used for students who need more support to make progress.

EDUCATION

Shawsheen Valley Technical High School

Timothy Broadrick, *Superintendent/* *Director*

The Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2018 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located on Cook Street in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 48th anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

The representatives of the 10-member Regional School Committee that governs the District are: Donald Drouin and Glen McIntyre from Bedford; Kenneth L. Buffum and Paula McShane Lambert, Vice Chair, from Billerica; Robert Gallagher, Chair, and Paul V. Gedick, from Burlington; Patricia W. Meuse, Treasurer, and Lisa Puccia, Secretary, from Tewksbury; and James M. Gillis and Robert G. Peterson, from Wilmington. Timothy Broadrick has been Superintendent/Director of the District since 2015.

Shawsheen Valley Technical High School (SVTHS) is one of twenty-six (26) regional vocational technical school districts in Massachusetts. One thousand three hundred five (1,305) high school students were reported to the Department of Elementary and Secondary education (DESE) in SVTHS's high school foundation enrollment in October of 2018, and more than 400 adults participated in the school's various adult and continuing education courses.

The SVTHS faculty is an exceptional group of talented academic and vocational-technical educators who are highly qualified to teach in

their respective disciplines and occupational areas. SVTHS employs one hundred forty-three (143) full-time teachers as well as eleven (11) paraprofessionals. Of those full-time teachers, eleven (11) are department chairs and twenty (20) are lead teachers. All SVTHS teachers exhibit the character, health, personality, and professional competency worthy of serving the needs of District students.

Post-Secondary Preparedness & Student Achievements

Post-Secondary Pathways. In June of 2018 SVTHS graduated 337 seniors. Sixty-four percent (64%) of the graduates planned to attend college or other post-secondary schooling in the fall. Thirty-two percent (32%) of the students intended to continue working in their trade and less than four percent (4%) entered the armed forces. Students graduated with various credentials relative to the Chapter 74 vocational-technical programs they were enrolled in. Credentials include state-licenses, industry-specific certifications, OSHA certifications, and micro-credentials. Ninety-three percent (93%) of students in relevant chapter 74 vocational-technical programs earned apprenticeship cards which, through articulation agreements, allow students to earn automatic credits in various postsecondary technical programs.

Cooperative Education Program. At the conclusion of the 2017-2018 school year, sixty-three percent (63%) of eligible seniors participated in the district's cooperative education program (co-op). Students were employed in positions related to their chapter 74 vocational-technical programs by over 193 local employers.

Dual Enrollment. For the first time, SVTHS began offering dual enrollment courses for

EDUCATION

Shawsheen Valley Technical High School

eligible students at the start of the 2018-2019 school year. Students enrolled in those courses are able to earn college credit from Middlesex Community College before they graduate from high school.

SkillsUSA. SkillsUSA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. Students compete annually at the district, state, and national levels in competitions that focus on essential skills in their vocational-technical fields. SVTHS earned an unprecedented sixty-eight medals at the 2018 District competition and thirty medals at the State competition, which included eighteen gold medals. Sixteen of the gold medalists represented Massachusetts at the National Competition in Louisville, Kentucky. Students competed individually and in teams, depending on the competitions and showed great skill amongst their peers across the nation. One student won a national gold medal in Basic Health Care. SVTHS students also placed 4th in the nation in Health Knowledge Bowl and Screen Printing Technology, 6th in Team Works (a live construction project), 10th in in Technical Computer Applications, 12th in Entrepreneurship; and 14th in Residential Wiring.

exSEL Network. A critical component of post-secondary preparedness involves students' social-emotional learning and the employability skills that are cultivated as a result. SVTHS is teaming up with 18 other school districts to help students build the social and emotional skills they need for success after graduation. As part of the Excellence through Social-Emotional Learning (exSEL) Network, SVTHS will design new initiatives over the next few years to help

create positive learning environments and support students in developing skills like self-regulation, social awareness, and persistence.

Outstanding MCAS Growth and Achievement Scores

Student Growth Percentile (SGP). SGP is a statistic that measures the degree to which students mature or regress academically in English and Mathematics between the grade 8 and grade 10 MCAS exams. Shawsheen had student growth percentiles of 71.5 in English and 62.9 in Mathematics, which are among the strongest student growth statistics in the Commonwealth.

Composite Performance Index (CPI). CPI is calculated by awarding 100 points to Advanced or Proficient scores, 75 points to scores within the upper half of the Needs Improvement range, 50 points to scores within the lower half of the Needs Improvement range, 25 points to scores within the upper half of the Failure range, and 0 points to scores within the lower half of the Failure range. The CPI reported by the Department of Elementary and Secondary Education is the mean of all individual CPI scores. In 2018 Shawsheen's Composite Performance Index in the 3 MCAS tested subject were as follows:

English Language Arts:	99.0 CPI
Mathematics:	93.2 CPI
Science:	94.6 CPI

Adams Scholars. Shortly after recognizing the superior performance of Shawsheen's sophomores, the Department of Elementary and Secondary Education lauded the school's senior class by naming seventy-nine (79) recipients of the John and Abigail Adams Scholarship Award.

EDUCATION

Shawsheen Valley Technical High School

Support Services. The SVTHS Support Services Department services one of the largest populations of students with special needs in Vocational Education within Massachusetts, approximately 313 students comprising more than twenty-five percent (25%) of our student body. SVTHS has had a strong graduation rate of this group of students with one hundred percent (100%) of seniors graduating in June, 2018, placing the school among the highest-performing high schools in Massachusetts.

Shawsheen's special education students also demonstrated outstanding success on the spring, 2018 MCAS examinations. These results occurred due to a "team" effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our special education population. The rate of special education students who attained either Advanced or Proficient MCAS scores was extremely high yielding the following Composite Score Index in each area: English Language Arts, 96.3; Mathematics, 77.5; and Biology, 80.8. Students who initially experience difficulty passing one or more of the MCAS exams eventually attain graduation status through the district's MCAS remediation programs and re-taking the examination.

School Council. Under the direction of its chair—school principal Jessica Cook—the 10-member Council met throughout the school year to discuss operating-budget items and school-policy issues. Discussions of the latter issues resulted in revisions to the Student Handbook and the drafting of the 2018-2019 School-Improvement Plan.

Community Engagement

Volunteerism and Fundraising. Through the hard work of various student organizations

and their faculty advisors, SVTHS continues to volunteer and fundraise for organizations within the community. This includes but is not limited to:

- Special Olympics of Massachusetts
- American Diabetes Association
- American Cancer Society
- Tour de Cure Bike Race
- Be Like Brit Foundation
- Doug Flutie Foundation
- Billerica Little League
- The Jimmy Foundation at Dana Farber
- Into Action Recovery
- American Red Cross Disaster Relief Fund for Merrimack Valley gas explosion victims
- Lucy's Love Bus
- Rise Against Hunger

Project Explore. Shawsheen Tech's Project Explore is a free after school program for the 7th graders of participating districts. Students have the opportunity to explore 6 out of the 14 shops available for this program. The program runs from 2:15 pm to 4:45 pm and bus transportation is provided.

2018 Construction Projects. The Construction Cluster's mission is to put into practice a style of learning that encourages students to create tangible products using their senses to maximize their learning experience. Students gain both real-life experiences and mastery of competencies by working on community and in-house projects. This year's projects included the following projects in the community:

- Bedford Housing Authority: Built a 24'x 70' Maintenance garage Ashby Place Bedford
- Tewksbury Habitat Build: Major renovation on a Residential Construction Project - South Street

EDUCATION

Shawsheen Valley Technical High School

- Burlington Housing Authority: Replacing benches in front of Tower Hill Apartments
- Various towns: three POW chairs
- Stoneham Zoo: Christmas Village

In addition to community projects, students in the Construction Cluster also completed a number of on-campus projects, including: a baseball field house/storage building; a rain garden including 50 plants, fence, walkway with pavers, kiosk, and 3 large signs; a female coaches' locker room; and a 36'x14' Greenhouse to be used by the Science Department and the Culinary Arts program.

Summer at Shawsheen. SVTHS hosted its 7th annual "Summer at Shawsheen" Program featuring eighteen different offerings including sports-based clinics, STEM-based classes, vocational-technical courses, test-prep classes and enrichment courses for students entering grades 5-12. This program provides students in our member towns with a variety of summer learning opportunities and continues to grow in enrollment each year. The program will continue to expand for the summer of 2019.

Shawsheen Technical Institute (STI) and adult evening programs: The Shawsheen Tech district offered a wide variety of vocational/technical courses for adults interested in expanding their knowledge and skills for the 21st century workplace. In addition to our vocational and occupational courses offered during two semesters from September to June, the community education program offers a wide variety of enrichment classes. Interested residents should contact Andrew Pigeon, Director of Community Services & Postsecondary Programs at (978) 671-3788 for information.

School of Practical Nursing. The 2018 year

graduated 34 Practical Nurses (PN). Since its inception a total of 815 students have successfully continued on to a rewarding career as Licensed Practical Nurses. This intense ten-month program offers a combination of evening and weekend coursework and clinical experiences with preparation for the National PN examination included. A review of prior graduates revealed 100% successfully passing NCLEX-PN and ninety-five percent (95%) placement as an LPN. Residents interested in applying to the PN program are urged to contact the Director of the School of Practical Nursing, Ms. Patricia Noonan, at (978) 617-3646 or view our website at www.shawsheenpracticalnursing.com

Swim Program. SVTHS completed renovations in the fall of 2018 and energetically continued its water aerobics, lap swim, parent-and-me swim class and swim lessons throughout the year. The Shawsheen pool also continues to serve as the home site for interscholastic high-school swim teams in the community. Individuals seeking swim program information should contact Mr. Jay Tildsley, Aquatic Director, at (978) 671-3699.

Programmatic and Facilities Expansion & Improvements

Athletic Complex. The growing popularity of summer youth sports programs and activities puts a real strain on local athletic facilities. In recognition of this fact the newly upgraded and expanded facilities at SVTHS have been made available for use by municipal recreation and school departments, and non-profit youth sports groups. The opportunity to access the newly renovated and improved athletic facilities comes after a unanimous vote of the District's School committee as a way to give back to the youth in the school

EDUCATION

Shawsheen Valley Technical High School

district.

Security Updates. The District School Committee has been engaged in a three-year campus security project to bring the 49-year-old Shawsheen Technical High School building and grounds into the cutting edge of school security. Shawsheen has integrated a software system in a dedicated crisis management facility that will enable school officials as well as the Billerica Police Department to respond to a variety of different kinds of emergencies in real time. Additionally, the crisis team has been focused on the constant evaluation and growth of the school's safety and security protocols to ensure and provide a safe and supportive learning environment.

Workforce Skills Capital Grant. SVTHS received a \$382,000 Workforce Skills Capital Grant award to purchase equipment for our guest and staff dining facilities, a bakery/cafe, a food truck, farm-to-table curriculum (greenhouses), and to merge a Hospitality Management program into our Culinary Arts / Bakery program.

New Chapter 74 Programs. SVTHS has submitted applications and documentation to open two new chapter 74 programs, Hospitality Management & Engineering

Technology in the fall of 2019 to the Massachusetts Department of Elementary and Secondary Education (DESE).

Dedication. The newly renovated SVTHS pool was dedicated to School Committee member Kenneth L. Buffum of Billerica.

Conclusion and Acknowledgement

The SVTHS Committee, staff, and students gratefully appreciate the support that they receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational/technical training opportunities for area youth.

The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2018. Those retirees are: Dr. Robert Kanellas, Principal; Elaine Cattel, Administrative Assistant; Ronald Fusco, Science Instructor; and Daniel Simard, Auto Collision Instructor.

BEDFORD FREE PUBLIC LIBRARY

Richard Callaghan, Library Director

PURPOSE

The Bedford Free Public Library is open 69 hours a week, 7 days a week (with the exception of Sundays in the summer). At least one professional Librarian, who holds an MLIS or MLS degree, is available every hour the Library is open. Free programs for all ages, storytimes for children, and activities for teens are held year-round. The Library offers desktop computers with Internet access, popular office suite software, and online databases. Laptops and Chromebooks are offered for in-house circulation. Wireless Internet access is available throughout the building.

Our virtual branch is always open and can be accessed through our website, www.bedfordlibrary.net, or through the MLNMobile app for phones, tablets, and other mobile devices. Patrons are able to connect to their individual accounts, the Minuteman Library Network Catalog, many popular databases, and multiple digital and downloadable resources 24 hours a day, 7 days a week.

Library Mission and Purpose Statement

The Bedford Free Public Library provides free and open access to information, knowledge, and the pursuit of ideas in an environment that is comfortable and welcoming to patrons of all ages, abilities, and cultures within and beyond its walls.

EMPLOYEE STATISTICS

Full-Time:	10
Half-Time or above:	3
Part-Time:	32

FY18 STATISTICS

Circulation

Total circulation FY2017:	352,531
<i>(includes digital content)</i>	
Total borrowed from other libraries:	48,340
Total loaned to other libraries:	36,108

Professional Library Services

Number of reference questions answered:
15,916

Number of library programs offered:
638

Number of attendees at library programs:
15,637 (*adults: 1,306; teens: 1,021; children: 13,310*)

General

Total number of residents with library cards:
9,829

Total collection holdings including digital collections: **217,290**

Total attendance in library:
170,511

FY18 HIGHLIGHTS

The Bowie knife, given to the Library by the late Charles Hume in 1972, has been a consistent agenda item for the Trustees over the past several years. The knife, whose provenance is connected to both Davy Crockett and Henry Clay, was on view at the Library from the 1970s to the 1990s. With the Library expansion in the late 1990s, former Director Meredith McCulloch determined that the Library did not have the capacity to publically display the historically significant weapon in a safe and secure manner.



BEDFORD FREE PUBLIC LIBRARY

Even though the knife was not on public view, historians and knife collectors were aware of its existence, and in 2013, the Historic Arkansas Museum in Little Rock asked to include it in an exhibit entitled “A Sure Defense: The Bowie Knife in America.” The Trustees approved the loan on the advice of Town Counsel, and the knife was included in the well-received Arkansas exhibit throughout 2013 and 2014.

Upon its return in 2014, the Trustees began discussing the possibility of deaccessioning the knife, which had little connection to Bedford. In December of 2017, they voted to offer the Bowie knife to Skinner Inc., one of the nation’s leading auction houses for Americana, antiques, fine arts, and militaria, for inclusion in their Spring Sale of Militaria and Weaponry. The April 27th auction was a success, and the Bowie knife was sold in less than three minutes for \$95,000. The Trustees were delighted with the results of the auction and have spent several months discussing the best ways to use these funds to serve the Library and its patrons.

Building

The original windows in the 1968 building were enhanced and improved with modern, energy-efficient inserts that help to minimize heating and cooling costs. The existing window frames were repaired, and re-painting is ongoing.

Outdated, worn, and damaged furniture was removed and replaced by new task chairs at the public computer stations and comfortable seating in the second-floor stack area.

The WiFi system was re-configured to increase bandwidth capacity so that more patrons could access the Internet during the busiest times of the day.

A new Denon Bluetooth-enabled sound system was installed in the Meeting Room, making all

performances and programs, including the weekly Movie Night, a much more enjoyable experience for our patrons.

Library staff met with Lauren Stara, the building specialist from the Massachusetts Board of Library Commissioners (MBLC), who made several excellent recommendations about how to meet patron demand for more collaborative and small study spaces, as expressed in the Strategic Plan Survey.

A very generous donation by Robert Watson in memory of his wife, Pat Watson, who volunteered at the Library for more than 17 years, enabled us to refresh the furnishings in the Conference Room and add a conference table, new chairs, and a whiteboard to our Reference Room, making it an inviting space for collaborative work. Building Superintendent Ray Barry and his staff prepared the room by removing a small section of unused shelving, replacing some carpet, and giving the room a fresh coat of paint.

Collections

The Library of Things is growing, and we added a portable document scanner, two digital scanners for film and negatives, and a variety of coding and robotics kits for teens and children.

The Children’s Department added a small collection of Vox read-aloud books that incorporate sound components into the actual book—no additional hardware or external CD player is needed.

Our digital collections continue to expand to meet increased patron demand for free e-books, audiobooks, digital magazines, music, movies, and television via the Library webpage or dedicated apps.

Bedford High School yearbooks from 1958 to the present are available to view and

BEDFORD FREE PUBLIC LIBRARY

download thanks to the Digital Commonwealth, which is hosted at the Boston Public Library.

In addition to the collections highlighted above, there are excellent sources of information freely available online to everyone with a Library card. Our databases provide patrons with superb information on business, finance and investing, health and wellness, genealogy, history, and biography. Students can access multiple encyclopedias. In addition to current periodicals and newspapers, there are collections of historic newspapers and historical documents. Consumer Reports, Lynda.com, and the Mango Language Learning program are just a few examples of popular databases that the Library offers.

Programs

Our annual Summer Reading Program for Children was a success! Approximately 500 children registered for the program, and 1,744 attendees enjoyed storytimes, varied performances, and a lively End-of-Summer Bash with popsicles and entertainment from the always amusing Toe Jam Puppet Band. Our teens also participated in a summer reading challenge and read over 500 books!

The Bedford Citizen, in partnership with the Library, selected Representative John Lewis's graphic-novel trilogy *March* as the title for this year's One Book, One Bedford program. In addition to book discussions, there were lectures, speakers, movies, and a story walk for children throughout October and November.

Dr. Daniel Breen presented his twelfth annual Winter Lecture Film & Discussion Series. This year's topic was "Space Exploration," and as usual, there was standing room only at each of the five presentations.

The Library hosted monthly book discussions; cooking programs; needlecraft programs; weekly movie nights; meetings of the Genealogy Club; Book-a-Librarian classes; as

well as special presentations by local authors Ellen Alden, Susan Senator, and the Vermont folk music duo Hungrytown.

Teens met every Wednesday afternoon during the school year and enjoyed a wide variety of programming designed specifically for them. Teen Librarian Pam Aghababian ran an extremely successful day-long series of Harry Potter escape-room challenges.

More than 13,000 children and their caregivers attended age-appropriate activities, including traditional storytimes, bilingual storytimes led by Chinese-speaking staff, a costume ball for preschoolers, music with Sarah Gardner, and special presentations by Dinoman, who filled our Meeting Room with dinosaurs. The Homeschool Book Club, a STEAM program to introduce children to our new robots and coding toys, and the popular Lego Challenge sessions for school-aged children kept young minds engaged and little hands busy.

All ages enjoyed celebrating Chinese New Year (the Year of the Dog) in January and participated in the 8th annual Peeps Diorama contest in March.

The Bedford Stories Project added three new oral histories this year. Local resident Leslie Wittman collects and records these informal narratives on behalf of the Library. The recordings are hosted by Sound Cloud and can be accessed on the Library's website.

Staff

Our half-time Children's Librarian, Elaine Garnache, became a full-time employee on July 1, 2017. The children of Bedford and their caregivers are delighted to have additional staff hours devoted to their needs. The additional staffing allowed Bethany Klem, Head of Children's Service, to complete the time-consuming task of applying for a "Mind in the Making" LSTA (Library Services and Technology Act) grant from the MBLC. The

BEDFORD FREE PUBLIC LIBRARY

grant is focused on services to the youngest library patrons, from newborns to six-year-olds.

Assistant Director Noreen O’Gara attended the 30-hour in-person training in disaster planning, response, and preparedness as part of “Finding Common Ground: Collaborative Training for the Cultural Heritage and Emergency Response Communities,” given by the MBLC. The MBLC received a grant from the National Endowment for the Humanities to initiate a statewide project to bring local first responders together with members of the cultural heritage community in an effort to protect humanities collections and municipal records following a disaster.

Library Trustees

After many years of dedicated service, Trustee Robert Batt chose not to run for re-election in 2018. Dennis Ahern was elected to his first three-year term, and Michael Pulizzi was re-elected to another three-year term on the board in March 2018.

Trustees Rachel Field, Elizabeth Hacala, and Michael Pulizzi managed the Library Corporation. The Bedford Free Public Library Corporation supports the Library through gifts and bequests. The Corporation was founded in 1876 in order to create the first public library in Bedford. Throughout the years, the Corporation’s support has allowed the Library to provide services and support professional development that could not be accommodated by the Town Meeting-approved budget. In the past year, the Corporation financed the following: new task chairs for our patrons; comfortable seating on the second floor; the development of a new logo by our website vendor, Stirling Technology; staff attendance at the Public Library Association Biennial Conference in Philadelphia, the American Library Association Annual Conference in New Orleans, and the Massachusetts Library Association’s Annual Conference in

Framingham, the New England Library Association’s Annual Conference in Vermont, and the Biennial Digipalooza Conference in Cleveland; and ongoing support for the Bedford Stories Project.

Friends of the Bedford Free Public Library

Using monies raised through membership fees and the sale of used books, the hardworking Friends generously supplied the Library with funding for the following: opportunities for staff development and education; programs for children, teens, and adults; prizes for summer reading; museum passes; public performance movie licenses; television series on DVD; the BookPage monthly subscription; posters and bookmarks; art displays; refreshments at Library programs; and small gifts of appreciation for our volunteers. In FY18, the Friends also provided funding for the ever-expanding and increasingly popular Library of Things collection.

In FY18, the Friends Officers were: Bonnie Kelly and Susan Rogalski, Co-Presidents; Renee O’Donnell and Margaret Jackson, Co-Vice-Presidents; Sheila Albrecht, Secretary; and Joel Shwimer, Treasurer.

Library Volunteers

The Library enjoyed the invaluable assistance of adult and teen volunteers, who contributed 927 service hours this year. Volunteers helped by calling patrons about reserves, re-shelving Library materials, contributing to special projects, and performing routine office tasks.

The FY18 Adult Library Volunteers were Anne Dawson, Bruce Dawson, Joung Goulet, Ruth Greenberg, Juliet Hirsch, Jan Shepard, Blanche Wentworth, Sue Wiczorek, and Linda Young.

A special thanks to:

- Elaine Yang, an AARP-trained tax specialist, who provided assistance with tax questions and forms from February through April.
- The Daniel R. Nickerson Foundation for its

BEDFORD FREE PUBLIC LIBRARY

continued support of our special collection on learning issues and developmental disabilities and programs related to these topics.

- The members of the Bedford Garden Club, who once again volunteered their time, energy, and resources for the beautification of Library grounds.
- The Andrew Zuckerman Memorial Collection for funds to manage and maintain the Library beehive.

-

Arts Steering Committee

Members of the Arts Steering Committee generously donated their time and talents in the selection and organization of artwork by local artists for display in the Art Gallery.

In FY18 the Arts Steering Committee members were Jean Hammond, Astrid Reischwitz, and Carol Rissman.

The Community Art Wall, opposite the Children's Room, is used for small exhibits of work by emerging artists, art students, and others who may not have enough work for a full show. The Library Director handles the bookings for this space.

FY19 PROJECTIONS

Staff will continue to expand programming for adults and develop collections and initiatives to meet the needs of our diverse and growing community. Specialists will continue to enhance the existing collections and programming for children and teens.

Funds from the sale of the Bowie knife will be used to create free-standing study rooms to meet patron demand.

The Administration will hire experts to conduct situational awareness training for all Library staff and continue to monitor ways to ensure that all patrons, staff, and collections are safe and secure.

The Children's Department was recently informed that they received funding from the LSTA grant referenced above, and thus, they will enhance play spaces for children up to age 6 in order to encourage early learning and social interactions among children and their caregivers.

Building Superintendent and Systems Manager Ray Barry will oversee the replacement of the Library's aging internal wireless system to ensure that patrons have robust access to WiFi throughout the entire building.

CULTURAL AND HISTORICAL ACTIVITIES

Cultural Council

Judith G. Mabry, Incoming FY19 Chair

PURPOSE:

The purpose of the Bedford Cultural Council is to support public, community-based cultural projects through a grant-based process. Local cultural councils, such as the Bedford Cultural Council, fund concerts, theatre productions, exhibits, festivals, school field trips, after-school programs, lectures and many more projects.

The Massachusetts Cultural Council receives an annual appropriation from the state legislature, and these funds are then allocated to the network of 329 Local Cultural Councils (LCCs) throughout the Commonwealth, including the Bedford Cultural Council.

FY18 HIGHLIGHTS:

In the 2017/2018 grant cycle the Bedford Cultural Council received an allocation of \$4,600 from the Massachusetts Cultural Council, as well as \$4,600 from the Town of

Bedford. Additional fundraising efforts as well as unallocated funds carried over from the prior year enabled the BCC to grant a total of \$10,200 to grant applicants. While average grants tend to be modest, we were able to fund nineteen separate applications in FY18, ranging from \$100 to \$1,300.

FY19 PROJECTIONS

The FY19 allocations from the Massachusetts Cultural Council were announced on August 29, 2018. The Legislature approved a \$2 million increase for the Massachusetts Cultural Council budget this year, which is a 15% increase over last year. As a result, the Bedford Cultural Council received an allocation of \$5,000 – an increase of \$400 over last year. Additionally we have received confirmation that the Town of Bedford has once again allocated us \$4,600 towards our total pool of funds to grant. We are very grateful for this contribution to the arts and culture community in Bedford.

GRANTS AWARDED - 2017-2018 CYCLE

Silver Ebony Ivory Trio	\$ 400
Bedford Embraces Diversity-MLK Breakfast	\$ 500
Davis Bates – A Celtic Celebration	\$ 350
Van Steenwijk – 50 People in Bedford	\$ 1,300
Kammerwerke – 3 Concerts	\$ 1,300
Kammerwerke – “St Martin” composer	\$ 850
Mazel – Image as Metaphor	\$ 200
John Root Organic Gardening	\$ 350
BACS Artist Demonstrations	\$ 850
Alison Cservenschi – Art Matters	\$ 300
Delvena Theatre Co-Lizzy Borden	\$ 400
Pesce-BHS Armenian Composition	\$ 1,300
Peledge – Exploring Our Roots	\$ 350
Job Lane School-Growing Greenhouse	\$ 400
Roger Tincknell-Elvis to the Everly Bros.	\$ 350
Bedford Historical Society-Abe Lincoln	\$ 300
Roberta Sapphire-Police Activity Books	\$ 400
Concord Chorus-Hayden Lord Nelson	\$ 300
Total	\$10,200

CULTURAL AND HISTORICAL ACTIVITIES

Historic District Commission

William Moonan, *Chair*

PURPOSE

The Bedford Historic District Commission (HDC) was established in 1964 by a Town Meeting vote and ratified by the Massachusetts Legislature via the Acts of 1964 as amended as the guardian of the Bedford Historic District. As stated in the Commission's enabling Act, the purpose of the Commission is "the preservation and protection of buildings, places and districts of historic significance, [to be accomplished] through the maintenance of said buildings, places and districts as sites and landmarks compatible with the historical tradition of Bedford." A copy of these Acts, with more detailed information about how the Commission works, is available at the Code Enforcement Office at Town Hall.

The Historic District runs west along The Great Road, from the Bacon Road/Hillside Avenue intersection, around the Town Common, and then to the intersection of North Road and Carlisle Road. A detailed map is also available at the Code Enforcement Office.

The HDC members are appointed by the Selectmen for a three (3) year term. There are five (5) full members and two (2) alternates. The alternate members are encouraged to attend all meetings, participate, and be ready to step in as a voting member as needed. The Commission meets the first Wednesday of each

month (more often as needed to help an applicant) for business meetings and public hearings, and follows the Open Meeting Laws. The Acts mandate that the Commission consist of a member of the Historical Society or Historical Preservation Commission, an architect or person in the building trade, and a resident of the Historic District. The rest are Town residents who have an interest and/or background in historic preservation.

EMPLOYEES

One full-time employee, working in the Code Enforcement Department in Town Hall, supports the HDC.

FY18 HIGHLIGHTS

Fiscal Year 2018 saw approvals for a wide range of applications, including commercial signage, landscaping, stained glass windows, and other architectural features within the district.

FY19 PROJECTIONS

The Commission does not have any particular projections for the coming year, but it will, as always, continue to ensure the preservation of historic houses and buildings in the District, including overseeing the changing of signs, windows, additions, and landscaping. The Commission welcomes the public's participation at all meetings, and has been grateful to see many interested Townspeople attend this past year.

CULTURAL AND HISTORICAL ACTIVITIES

Historic Preservation Commission

John Linz, Chair

PURPOSE

The purposes of the Historic Preservation Commission (HPC) are preservation, protection, development and management of Bedford's historical, archaeological and cultural assets. Like other local historical commissions throughout Massachusetts, Bedford's HPC undertakes historic preservation planning; inventories the town's historic properties; prepares National Register of Historic Places nominations; applies for Survey and Planning grants from the Mass. Historical Commission (MHC); participates in the Mass. Preservation Projects Fund (MPPF) program to preserve municipal properties; comments on state or federal projects that may affect historical or archaeological resources; advises the Selectmen and town boards; administers the provisions of Bedford's Demolition Delay bylaw; and engages in various activities to educate the public about the town's historic resources.

FY18 HIGHLIGHTS

Activities and accomplishments during FY 2018 included the following:

Public Hearings:

Demolition Delays - The HPC is responsible for administering the Town's Demolition Delay bylaw for all properties built before January 1, 1943, or built at an unknown date. If such a structure is proposed for demolition, the application comes before the HPC for review. HPC then determines whether the property has historic significance and designates it as either Significant or Not Significant. If Significant, HPC then holds a public hearing to determine whether the property is to be Preferably Preserved. If so, HPC may then impose a demolition delay of up to eighteen months. This year seven (7)

properties were acted on by the HPC under the terms of the Demolition Delay bylaw:

- 21 Hartford Street Not Historically Significant (Detached one car garage)
- 130 Old Burlington Road Significant, Demolition approved, subject to conditions
- 28 Chelmsford Road Not Historically Significant
- 17 Pine Street Not Historically Significant
- 15 Hume Road Not Historically Significant
- 15 Fitchdale Avenue Not Historically Significant (Detached one car garage)
- 52 South Road Significant, Preferably Preserved

Municipal Properties: In line with the HPC's purpose, the Commission actively supports the preservation, protection, development, and management of Bedford's historical, archaeological, and cultural assets.

Old Burial Ground - The HPC works closely with the DPW to oversee and monitor the upkeep and maintenance of the Old Burial Ground. HPC members make regular visits to the old cemetery to determine if there are any issues that need attention. This year the HPC noted fallen stones/slates. These issues were brought to the attention of the DPW, who repaired and reset three fallen stones.

Shawsheen Cemetery - The HPC also worked closely with the DPW in overseeing and monitoring the continuation of *The Shawsheen Cemetery Preservation Plan*, as submitted to the Massachusetts Historical Commission. Phase 1, which consisted of repairing and resetting of selected stones and the repointing of the brickwork of the "receiving tomb," was completed in 2016. Phase 2 was completed this year, including repair of some broken headstones. In

CULTURAL AND HISTORICAL ACTIVITIES

Historic Preservation Commission

conjunction with this project, the DPW has hired contractors to reset some of the granite “curb walls” surrounding family plots. The work on the Memorial Gates at the main entrance remains to be done. The HPC makes frequent visits to the Shawsheen Cemetery to monitor the status of the on-going work.

Depot Park – The ongoing historic restoration of the Passenger Depot was previously completed. The decking around the Freight House Welcome Center was wearing badly and becoming a safety hazard. A project to replace the decking, steps and handrails was completed, using funds available through the Community Preservation Committee (CPC).

Job Lane Farm Museum - The HPC is responsible for management of the Town-owned Job Lane property at 295 North Road. Working through the Friends of the Job Lane House, house tours as well special programs take place throughout the summer and fall. The HPC also coordinates its activities with the Bedford Dept. of Public Works, Facilities Department, and Friends of the Job Lane House under a Memorandum of Understanding (MOU) that outlines respective responsibilities among those organizations. The installation of the museum’s fire suppression system (voted at the FY17 Annual Town Meeting) was completed with the installation of the final fire suppression system. This included some cosmetic work to box in newly exposed fire

suppression plumbing with period appropriate carpentry/painting design. We also note that we celebrated the 25th birthday of our reconstructed barn; this barn was designed and built using materials and techniques that mimicked practices similar to those used with the Job Lane House.

Jenks Nature Trail – The HPC provides partial funding for signage along the Jenks Nature Trail in front of the high school and Library.

HPC Projects

Historic House Plaques - HPC continues its historic house plaque program. Owners of historic properties are encouraged to display plaques mounted on the building facade showing its date of construction and, if desired, its historic name. Applications are obtained from the HPC or the Town Manager's office. After confirmation of the proposed date and wording by HPC, the owners can then order the plaques.

Members of the HPC have been represented on the Town Museum study Committee, the Community Preservation Committee, the Fawn Lake Study Committee, and the Cultural District. They have given a report of the progress and process of each of these groups at each monthly meeting.

FY19 PROJECTIONS

Many of the above activities are projected to continue into FY 2019. No major new initiatives are planned at the present time.



Job Lane House

CULTURAL AND HISTORICAL ACTIVITIES

Town Historian

Sharon McDonald, *Town Historian*

PURPOSE

The Town Historian is a source of information whenever questions arise about the life, families, buildings and events in Bedford from before the incorporation in 1729 to the present. The Town Historian not only answers specific questions, but also responds to requests for speaking engagements, newspaper articles, genealogical data, and source material for students. She proactively does research and makes opportunities for sharing Bedford's rich history.

FY18 HIGHLIGHTS

The Town Historian continues to take pride in being Bedford's Town Historian! Our history is fascinating!

The Bedford Minuteman Company's annual "Pole Capping" took place on a cold day in April. In her colonial garb, The Town Historian delivered historical remarks – in rhyme! – before a large crowd of American Revolution buffs from Bedford and beyond. She then opened the Bedford Flag Room in the Library and retold the story of the oldest flag in the United State to visitors.

The largest research project of the year was a historical study of slavery in Bedford. The Town Historian began it knowing only of the three formerly enslaved men – Cambridge Moore, Cambridge Prescott and Caesar Jones – buried in the African Reservation of the Old Burying Ground. The Town Historian found to her astonishment that during the 18th century Bedford citizens held many more than these three African American men enslaved. A preliminary lecture was delivered to the Bedford Lyceum at the Unitarian Universalist Church last winter, but it will be deepened and

expanded this year with more research resulting in a powerpoint program for the Bedford Historical Society for African American History Month in February of 2019.

Each May, Freedom's Way National Heritage Area, in association with the National Park Service, sponsors "Hidden Treasures Month." This program highlights the historical sites in 45 towns in eastern Massachusetts and southern New Hampshire. The Town Historian coordinated Bedford's part again this year. In cooperation with the Bedford Free Public Library, on the morning of May 19th, she stood as docent for the Bedford Flag to a small number of very interested visitors. She also traveled to the Hanscom Middle School with two Bedford Minuteman to talk about the Bedford Flag.

Art Smith interviewed the Town Historian on his Bedford TV program, "Ask Art."

Several issues of *The Preservationist*, the newsletter of the Bedford Historical Society, carried articles written by the Town Historian.

On Memorial Day, the parade stopped at the WWI monument on the Common where the Town Historian gave a short talk recalling the World War I soldiers from Bedford.

FY19 PROJECTIONS

The Town Historian looks forward to opportunities to write articles for the Historical Society *Preservationist* and with Gene Kalb will be beginning a new column in the *Bedford Citizen*.

This year, the Town Historian began to write a book of Bedford history for children. I intend to publish – with the cooperation of the Bedford Historical Society - by the end of FY19.

CULTURAL AND HISTORICAL ACTIVITIES

Arbor Resources Committee

Jacqueline Steller Edwards, *Chair*

PURPOSE

The Bedford Arbor Resource Committee's (BARC) purpose is to enhance the quality of life in Bedford by protecting, preserving, developing, and managing the arbor resources on publicly-owned lands and by encouraging preservation and development of arbor resources on private lands. Improved communication among Town departments, committees, and citizens underlies and facilitates many of its goals.

FY18 HIGHLIGHTS

A significant part of BARC's committee charter is to advise the Selectmen about the state of our urban forest and to suggest ways to maintain and, ideally, to enhance its health.

POLICY RECOMMENDATION TO SELECTMEN

Recent court decisions left a significant portion of Town-owned trees uncovered by any policy or legislation. Working closely with DPW Director David Manugian and acting Tree Warden Dennis Freeman, we developed a new Tree Policy for Town Trees that was adopted by the Selectmen. The goal, which we believe was achieved, was to craft a policy that is comprehensive, maintains a high level of transparency and incorporates an appeals process within the framework of Town government. The policy is structured but allows for some flexibility and creates a consistent process that is efficient and fair. The policy includes a new procedure for Town projects that encourages information-sharing and discussion in an informal meeting with the expectation that this will result in more of the various stakeholders' needs being addressed.

The policy includes an option for meeting with the Tree Warden and BARC, called the Optional Tree Warden/ BARC meeting that takes place at a scheduled meeting of BARC. These meetings, can be inserted into the process for either Public Shade Trees or Town Trees and take place before the final Shade Tree Hearing or Town Tree Meeting. With a stated goal of problem-solving to find consensus, it creates an opportunity for participation and encourages all parties to participate fully in a discussion of the project. Since the Meeting is optional, it does not conflict with chapter 87. The Meeting was tested, prior to the policy's acceptance by the Selectmen, regarding the proposed tree removal at Lane School with neighbors who had voiced strong concerns about that plan. BARC members met with DPW, Lane Elementary School and Facilities staff and residents to review the impact of the building expansion plans. After several site visits, BARC had recommendations about relocating parking lots and reducing proposed tree cutting. All parties sat down together at the Optional Meeting and discussed their concerns and recommendations. DPW and Facilities staff found modifications could be made to the plans that would make the project better environmentally and less intrusive on the neighbors.

FURTHER ACTIVITIES

BARC 's pursuits this year include the following:

An ongoing initiative, pursued by the committee and the DPW, is aimed at replenishing our street tree population at minimal cost to the town. The (almost) Free Tree Project, a public- private approach, compensates for limited resources to water street trees. If a resident agrees to water a tree for its first three critical years, the DPW

CULTURAL AND HISTORICAL ACTIVITIES

Arbor Resources Committee

purchases and plants a tree near the street in front of the resident's home. The project, which provides a small number of trees each year, has been very popular with the public.

This year, Arbor Day in Bedford was celebrated by BARC, the DPW and Selectmen, by planting a Paper Bark Maple tree at the Jenks Nature Trail in the morning and, in the evening, presenting our 13th Arbor Day Talk, "The Beekeeper's Tale: A Year in the Life of a Honeybee colony," by local beekeeper Birgit de Weerd. The talk explored the activities in and around a beehive, starting in January and ending in the fall with the honey harvest. Ms. de Weerd talked about the pollen- and nectar-producing blossoms from trees and shrubs that grow in Bedford and about the damage homeowners cause when they use systemic fertilizers that contain neonicotinoids. For April, Arbor Month, the committee filled the window outside of the Children's Room of the Public Library with books and artifacts related to and promoting the talk.

BARC receives and responds to requests from Town boards and residents about tree and landscaping issues, as well as initiating interactions with other committees. Examples follow. At the request of the Planning Board, BARC members did a site visit to the Fox Run/Springs Road Planned Residential Development to review an early plan and made suggestions to the architect and developer regarding landscaping and trees. Later in the development process, a concerned abutter contacted BARC about what he felt was unnecessary clear-cutting. A community member gave a presentation to BARC about his concerns about the proposed designs for redeveloping Wilson Park. Agreement was reached that all such designs must be to scale.

BARC submitted recommendations to the Planning Board about their proposed Great Road District overlay and saw most incorporated in revisions. For the proposed dog park, members attended meetings, did a site visit and submitted a detailed analysis to the Selectmen. As with the Lane School projects, the committee reviewed plans with the DPW for various Town projects, including the Davis School expansion, the Davis Road boardwalk and the Concord Road and Hemlock Lane sidewalk projects. Members also participated in discussions about the redevelopment of the Pine Hill housing development. BARC routinely participates in Tree Hearings. Concerns about root zone protection in the construction zone at the Jenks Nature Trail were voiced to the DPW when trucks were found to be parked over tree roots in the staging area for the Safe Routes to School project. The trucks were moved promptly. When beavers were found to be eating away at significant trees surrounding Fawn Lake, BARC helped organize residents to protect trees with screening and participated in the work, as well. And, BARC updated its web presence on the Town website, began updating our recommended tree list in response to climate change and contributed articles to the Bedford Citizen about tree pleasures, care and concerns.

FY19 PROJECTIONS

BARC looks forward to updating our recommended tree list for climate change, identifying and receiving official recognition for significant public trees, and asking Town Meeting to approve a revolving fund for tree mitigation. The committee anticipates participating in site visits, meetings and hearings about Town and private development projects, participating in Bedford Day and presenting an exciting Arbor Day talk.

OTHER CITIZEN COMMITTEES

Bedford Housing Authority

Jane Puffer, *Chair*

PURPOSE

Bedford Housing Authority (BHA) is a real estate service organization providing affordable housing for people of low and moderate income through direct housing in government owned developments. The Bedford Housing Authority is an independent and quasi-municipal agency, charged by statute with providing safe and affordable housing for eligible persons. It is a public body, politic and corporate, duly organized and existing pursuant to Massachusetts General Laws, Chapter 121B, Section 3.

The BHA administers 100 housing units, including 80 units of Chapter 667 Elderly/Handicapped housing at Ashby Place, 12 units of Chapter 200 Veterans/Family housing on Elm Street, and an eight unit property on Railroad Avenue, which is overseen by the Department of Mental Health. In addition, the Authority also subsidizes 19 units for low-income voucher holders at Bedford Village and administers a contract for 6 rental assistance vouchers within the community.

BHA properties are managed and maintained by the Bedford Housing Authority, with an Executive Director, Administrative Assistant, and 2 person maintenance staff. Funding for maintenance and capital improvements is sourced through property operations, state public housing appropriations, local HOME funds and other sources as needed.

The Board of Commissioners of the Authority is the policy-making body of the agency and is legally responsible for the overall operation of the Authority.

The Executive Director, along with Authority

staff, manages the day-to-day operations of the Authority. There are two full-time and two part-time employees.

The board meets on the second Tuesday of each month at 7:00 p.m. in the Community Building at Ashby Place, unless otherwise posted. The meeting schedule is posted with the Bedford Town Clerk's Office. Special meetings are held when necessary.

FY18 HIGHLIGHTS

Ashby Place, Elderly/Handicapped Housing

As of August 2018, there were 47 eligible applications on file for elderly/handicapped housing at Ashby Place, 7 of which are Bedford residents. In FY18, there were twenty (20) vacancies filled. Veterans receive first preference and are placed first on the waiting list. Bedford residents receive a local preference and are placed second but before out-of-town applicants. Currently, 1% of total assets are calculated in with other sources of income for rent calculation purposes. There is no asset limit for applicants of Chapter 667 housing; however, applicants must meet the annual income limits of \$56,800 for one occupant and \$64,900 for two occupants. This year the average rent received in this program is \$409 per month, which includes utilities and is based on 30% of the tenant's net monthly income. Laundry facilities, a Community Building with central cooling and heating, and meeting room space are available for tenant use.

2nd Phase Building D Kitchen and Bathroom Modernization Project

This project was awarded to Vareika Construction, Inc. of West Bridgewater, MA at a total development cost of \$434,700. The project began on December 4, 2017 and was completed on April 30, 2018. All tenants from

OTHER CITIZEN COMMITTEES

Bedford Housing Authority

Building D were relocated to other vacant units during construction. The tenants were able to move back in to their units during the first two weeks of June, 2018. All of the units' kitchens and bathrooms were gutted to the studs. New flooring, plumbing and electrical were installed throughout the building. This project was funded with Community Preservation Funds, Operating Reserves and State allocated funds.

Building D Roof Replacement Project

This project was awarded to MJS Construction, Inc. of Wakefield, MA at a total development cost of \$18,989. The project began on May 21, 2018 and was completed on June 26, 2018. The project was funded by State allocated funds.

Community Building & Building C Roof Project

This project was awarded to MJS Construction, Inc. of Wakefield, MA at a total development cost of \$99,000. This project was set to begin on October 31, 2017, however with inclement weather ahead. The project began in April 2018 and is still ongoing due to delays. The project consists of replacing the windows and doors to the community building, replacing the roof and the roof on Building C and adding a canopy over the laundry room door. This project is being funded with Operating reserves, HOME funds and State allocated funds.

Maintenance Garage

We were fortunate to have the students from Shawsheen Valley Technical High School here again to complete another project for us. Students from the masonry, electrical and construction trades all had a part in constructing the garage. Students and instructors were very pleasant to work with

and all did a great job.

Elm Street, Family Housing

Due to the length of the waiting list, our family waiting list has been closed since July 2016. In FY18, there were 4 vacancies filled. All but 1 were shelter families. Bedford residents receive a local preference and are placed first before out-of-town applicants. Family housing tenants pay 27% of their net income toward rent. There is no asset limit for applicants of Chapter 200 housing; however, applicants must meet the annual income limits of \$64,900 for two (2) occupants, \$73,000 for three (3) occupants and \$81,100 for four (4) occupants. In FY2018, the average rent received in this program is \$813 per month. The tenants pay for all of the utilities, but are given a heat allowance as a deduction from their rent.

Life Management Pilot Program

The Life Management Pilot Program is providing life management skill training and support through a contracted social service provider, Community Teamwork, Inc., in order to "guide affordable housing residents toward increased employment and economic independence" using assessment, specific goal setting and financial incentives. The initiative is designed to provide a continuum of services that integrates the components of many existing federal and state agency programs to ensure families are connected to all of the resources necessary to stabilize their living situation and improve their quality of life."

As of the end of June 2018, 8 affordable housing families who are residents of, or hold a Massachusetts Rental Voucher (MRVP) through Bedford Housing Authority are currently enrolled and participating in the program.

OTHER CITIZEN COMMITTEES

Bedford Housing Authority

20 Railroad Ave.

This project was built through the State-assisted Chapter 689 Program for special needs populations and is staffed by the Department of Mental Health. The project has two units, each with four bedrooms to assist eight individuals. The project was initially occupied in 1993. Special services include 24-hour professional management staff, central air conditioning, location adjacent to a conservation area, and proximity within walking distance to local stores. Applications and tenancy for Railroad Avenue units are administered by the Department of Mental Health. The BHA completes capital improvements and provides operating maintenance on the property.

Railroad Ave. exterior improvements

The building exterior was power washed.

Ashby Place

1. Building E roof, gutters and downspouts replacement
2. Apartment door knobs to be replaced with lever locks

Elm Street

1. Replacement basement steps

Railroad Ave.

1. Replace shed
2. Tree trimming

Continue to preserve affordable housing for a more diversified group and to maintain affordability.

FY19 PROJECTIONS

The BHA's goals moving forward are:

Bedford Housing Partnership

Kris Washington, Chair

PURPOSE

The purpose of the Bedford Housing Partnership (BHP) is to implement affordable housing programs and encourage the growth of the supply of affordable housing within the Town of Bedford. This is contained in the Town's By-Laws, Article 23.3. The BHP works to carry out the strategies contained in the Town's Comprehensive Affordable Housing Plan. This Plan was developed in 2001 and has been updated in the Comprehensive Plan of 2012. This plan calls for the Town to encourage the development of affordable housing scattered throughout the town on a small scale and consistent

with neighborhood character and Smart Growth principles.

The BHP also has the goal of ensuring the implementation of the Town's Fair Housing Plan, which was accepted by the Selectmen in 1983. This means publicizing Bedford's responsibility to meeting the housing needs of minorities and female-heads-of-households, identifying potential barriers to meeting these needs, and recommending solutions to the Selectmen.

Bedford's Comprehensive Plan calls on the Town to remain comfortably above the 10%

OTHER CITIZEN COMMITTEES

Bedford Housing Partnership

affordable housing threshold in the Subsidized Housing Inventory (SHI) as defined by the Massachusetts Division of Housing and Community Development. Massachusetts General Laws Chapter 40B is a state law, which allows developers to appeal proposed housing projects to the State's Housing Appeals Committee if rejected by the Town's Zoning Board of Appeals (ZBA). Chapter 40B applies only to communities that have fewer than 10% of their units listed in the SHI. Since Bedford is above the 10% threshold, the ZBA and Planning Board can guide development in the Town without the possibility of overrides from the State's Housing Appeals Committee. The BHP is working to ensure the Town never falls below this 10% State-mandated benchmark by preserving the existing affordable units and encouraging the development of new affordable units.

Although Bedford has exceeded the 10% threshold, this does not mean that the Town has met all of its affordable housing needs. There are many families who cannot afford the housing that qualifies as affordable in the SHI. Most affordable housing developments have a maximum income limit of 80% of Area Median Income (AMI), which for a family of four is currently \$78,150 and for a single-person family is currently \$54,750. The AMI is determined by the U.S. Department of Housing and Urban Development and is published annually. The BHP continues to look for opportunities to encourage the development of affordable housing that meets the needs of low and moderate income households.

Additionally, although the state inventory shows over 10% subsidized housing in Bedford (currently at 18.36%), this includes some market rate rental units. There are several mixed-income projects which qualify for inclu-

sion on the state's subsidized housing inventory, including Chapter 40B developments. For rental projects, the state counts all the units in a rental development on its subsidized housing list even though only 20-25% of the units are actually affordable. The net effect is that only a quarter or less of the units in mixed income rental developments, such as 40B's, are actually affordable. The state is giving credit for more affordable units than actually exist in Bedford. Though for Bedford, 59% of the affordable rental units counted on the SHI are truly affordable. For homeownership projects, the state only counts the units that have permanent deed restrictions limiting their sale price to what is affordable to households making up to 80% of the Area Median Income.

Meetings of the Bedford Housing Partnership are open to the public and we welcome residents to attend, provide input and ask questions. Meeting dates and times can be found on the Bedford Town website.

EMPLOYEE STATISTICS

The BHP does not have any dedicated employees. The staff of the Town Manager's office provides support. The Regional Housing Service Office (RHSO) serving Acton, Bedford, Burlington, Concord, Lexington, Sudbury, Wayland, and Weston has been adding great value to our affordable housing efforts. During FY18, Community Preservation Act (CPA) funds allocated for affordable housing consulting services were expended to pay for the RHSO services. These services are helpful in navigating the rules of affordable housing development, analyzing proposed developments, developing new programs, managing existing programs, and monitoring the existing affordable housing stock.

OTHER CITIZEN COMMITTEES

Bedford Housing Partnership

FY18 HIGHLIGHTS

Pine Hill Road Crossing

Pine Hill Crossing (formerly referred to as Coast Guard Housing) is a development consisting of twelve existing single-family homes and seventeen new single-family homes projected for completion in 2019. Four of the development's 29 units are designated affordable — two existing units, and two new units. BHP approved the developer's recommended affordable unit designations.

Bedford Village POAH Acquisition

2017 efforts to sell Bedford Village to the non-profit developer Preservation of Affordable Housing (POAH) was initiated to preserve the developments' 96 units of affordable housing and protect current residents. Bedford voters approved the allocation of funding to support the sale at 2017 Town Meeting. POAH acquisition was successfully completed in 2018 and planned renovations to the development's units were started.

Evergreen Meadows

Evergreen Meadows is a development consisting of thirteen single detached houses and four duplexes. Two of the single detached units were designated as affordable units. One of the duplex units were designated as affordable units.

In Lieu Of Affordable Housing

BHP initiated an effort to unify the Town's approach to accepting payments in lieu of affordable housing in 2016. This effort led to RHSO developing recommended policies for Acton, Bedford, Concord and Lexington.

Housing Discrimination Reporting Form Update

The Housing Discrimination Reporting Form allows residents to report potential housing discrimination issues. RHSO and BHP worked

to update the form in order to ensure that it appropriately grants information sharing permission and contains hold harmless language. Upon review, BHP adopted a form version prepared by RHSO.

Ashby Road Property Maintenance

HOME funds approved for allocation in 2017 were used for Ashby Place improvements during 2018.

Initial Rental Assistance Program

HOME funds were used to continue the Initial Rental Assistance program begun in 2017. The program offers qualifying renters security deposit and first month's rent. The program is preferentially given to those with Bedford ties. Program funding is limited and made available on a first-come-first-served basis. The program awarded HOME grants to 3 income eligible tenants in 2018.

Bedford Woods (100 Albion Rd.)

A development company called Treetop Group purchased the Bedford Woods apartments at auction in 2018. Prior to its 2006 foreclosure, Bedford Woods planned to construct 3 apartment buildings containing 30 condo apartments per building. Only one building was completed and has been occupied since completion. Treetop Group wishes to complete the originally planned construction of two additional 30-unit apartment buildings on the site. BHP offered several recommendations to help Treetop Group plan for the inclusion of affordable units in the new buildings.

Monitoring of Affordable Ownership and Rental Units

The RHSO performs monitoring services as one of its core services. The monitoring scope reviews the existing affordable ownership and rental units to make sure the residents and landlords comply with the affordable housing

OTHER CITIZEN COMMITTEES

Bedford Housing Partnership

regulatory agreements. For the ownership units, the RHSO monitoring identifies issues that could potentially cause problems at resale. For example, some units have recorded liens that are greater than the computed value of the unit. For rental units, RHSO checks three things: 1) that rents are calculated in accordance with the regulations of the State's Departments of Housing and Community Development, 2) that tenants meet the income restrictions, and 3) that units are properly maintained.

RHSO Sponsored Training and Workshops

Annually, the RHSO sponsors trainings and workshops. This year, the RHSO sponsored Fair Housing Training for municipal Boards and Committees, with a focus on land use policies and practices. There were two sessions offered, and a total of 32 people attended, including 5 from Bedford.

Fair Housing

The BHP is committed to fair housing and works actively to oppose any sort of illegal discrimination in housing and encourage diversity in our housing stock and population. In addition to receiving and pursuing any fair housing complaints (of which there were none in FY18), the BHP has adopted many proactive strategies for promoting diversity. The BHP

encourages the development of housing that meets a variety of needs (designed for families, seniors, handicapped, veterans, and different income levels and need to begin to consider the fastest growing population, that of single adults). The BHP requires affirmative marketing plans for all affordable housing and conducts an ongoing education campaign against housing discrimination, including a pamphlet distributed at town events. The RHSO is planning to set up fair housing training for realtors in the HOME communities.

FY19 PROJECTIONS

The following topics are on the BHP's agenda for FY19:

Monitoring of Bedford Woods

Continue to monitor the progress of the Bedford Woods development and ensure appropriate inclusion of affordable units.

Bedford Day Booth

The BHP will have a booth at Bedford Day to provide information about proposed and existing affordable housing in town.

Monitoring

The RHSO will continue to monitor rental and ownership units in FY19.

OTHER CITIZEN COMMITTEES

Bicycle Advisory Committee

Mark Bailey, *Chair*

PURPOSE

To reduce traffic, improve health, and increase recreational opportunities by advising the Selectmen regarding opportunities to increase the use of bicycles and expand bicycle infrastructure in Bedford.

To support implementation of the recommendations of the Bedford Pedestrian and Bicycle Plan and promote bicycling as part of the State Transportation Department's GreenDOT Policy Directive (2010) to advance the "healthy transportation options of walking, bicycling, and public transit."

Responsibilities include monitoring conditions on current bike paths, promoting and planning additional bike infrastructure, and working to make bicycling in Bedford safe and more accessible for all types and levels of users.

The Bicycle Advisory Committee operates in partnership with TAC, Healthy Bedford, and DPW to advance common goals. Together with the Bedford Friends of The Minuteman Bikeway, Inc., we also collaborate with the Arlington and Lexington Bike Committees on issues common to the Bikeway.

MEMBERS

The BAC meets and leads or participate's in numerous events during the year.

FY18 HIGHLIGHTS

The committee had the opportunity to advise, promote, and support a wide variety of initiatives in the past year. Three highlights are featured below.

Plan for Great Road Separated Bike Lane

Prompted initially by safety concerns regarding the bike lane on the Great Road at the new crosswalk east of Mudge Way, BAC and Transportation Advisory Committee (TAC) engaged in discussions with the Selectmen, DPW, and consultants about the best way to address the plan's stated goal of accommodating bicycles along the length of the Great Road corridor based on current best practices in the region. In the years since the Great Road Master Plan was drafted, Separated Bike Lane (SBL) infrastructure has become more prevalent in the region. There are several items to consider when revising the current preliminary plan, such as additional impact to private property and the need for reconstruction in recently constructed areas.

SBL infrastructure has been proven to attract more people to bicycling and improve safety for all road users. As Massachusetts Secretary of Transportation Stephanie Pollack said, "Many people—including me—are reluctant to bicycle adjacent to busy roadways alongside fast-moving traffic. That's where separated bicycle facilities come in. Separated bike lanes are a key ingredient in the development of safe, comfortable and connected bicycle networks that will attract bicyclists of all ages and abilities."

25th Anniversary Celebration of Minuteman Commuter Bikeway

Bedford joined Lexington and Arlington on September 29, 2018 in celebrating the anniversary of the bikeway. Governor Charlie Baker issued a Governor's Citation to the Town of Bedford to recognize the Town's "vision in planning, advocating, creating and maintaining the Minuteman Commuter Bikeway – a treasured resource providing healthy, clean

OTHER CITIZEN COMMITTEES

Bicycle Advisory Committee

transportation and recreation.”

International Bike to School Day

Healthy Bedford’s initiative has become a treasured tradition for Bedford’s schoolchildren each Spring and Fall. Participation in the event continues to grow each year. The Fall ride included dozens of children undaunted by cool, rainy weather.

OTHER HIGHLIGHTS

A sample of other projects included advising, promoting, and supporting:

- Safe Routes to School
- Partnership with Healthy Bedford Task Force
- Sharrow and striping for new paving projects
- Lime bike program
- Route 62 crossing of Minuteman extension
- Minuteman bikeway signage
- Complete streets funded Bike shelters and racks
- Articles including regarding “Bicycling In and Around Bedford: Reminders, Tips, and Helpful Hints for Cyclists and Drivers.”
- Bikeway User Survey

FY19 PROJECTIONS

- Expand bicycle education opportunities in each of the schools
- Strengthen partnership with BPD to promote and enforce safety by all stakeholders
- Continue dialogue in support of revising Great Road plan to accommodate Separated Bike Lanes along the corridor
- Monitor Minuteman Extension project, currently scheduled for FY22, and help move it to final design

- Continue to work with DPW to expand bicycle network with bike lanes, sharrows, and side paths, and so on
- Establish a timetable and goal for a new Bicycle Friendly Community evaluation
- Continue to work with TAC, Healthy Bedford, and DPW to advance common goals
- Create Town Bike Map showing bicycle infrastructure and suitability for different types of users



Figure 3. Musical celebration of the Bikeway's 25th Anniversary. Image © Julie McKay Turner

OTHER CITIZEN COMMITTEES

Cable Television Committee

James Shea, *Chair*

The Cable Television Committee monitors the operation of Bedford's two licensed cable operators, Comcast and Verizon, and its Public, Educational and Governmental (PEG) access contractor, Bedford Community Access Television, Inc. (BCAT) for compliance with their respective licenses and agreements. Also, the committee makes recommendations to the Selectmen about the operation of cable television in Bedford. The committee met 10 times during the year.

Bedford had a total of 4,570 cable television subscribers as of December 31, 2017. This is a decrease of 77 subscribers year over year.

FY18 ACTIVITIES AND ACCOMPLISHMENTS

- Reviewed the annual Comcast and Verizon Form 500 reports that show cable service outages and subscriber complaints
- Conducted Annual Performance Review Hearings of BCAT, Comcast and Verizon
- Reviewed BCAT's quarterly and annual reports and an equipment inventory report
- Remained informed of the Town's inflow and outflow of cable television revenue
- Developed a \$235,318 cable television budget for FY 2019 that was approved at Annual Town Meeting
- Obtained \$20,052 in additional revenue from Comcast by allowing the company to retire a "back haul" video network that was not serving a useful purpose to the Town
- Prepared for a license renewal process with Verizon by conducting a direct mail, town-wide ascertainment survey of Bedford residents

CABLE TELEVISION FINANCES

The Town receives revenue from Comcast and

Verizon through surcharges that the companies place on subscriber bills. This revenue is intended to support the Town's cable-related needs such as operation of the three Comcast and Verizon PEG access channels, Facilities Department expenses for the Old Town Hall studio and office space, the cable-related share of a town-wide communications network, and license renewal expenses. This money is held in a cable television special revenue account. Expenditures from this account are authorized by Town Meeting. The account had a cash balance of \$308,717 at the close of FY 2018. BCAT concluded FY 2018 with \$8,480 in unspent Town funds. This money is to be returned to the Town in July.

FY 2018 Revenue:

- Comcast \$ 112,062
- Verizon \$123,753
- Total revenue \$235,815

FY 2018 Expenses:

- PEG access services and studio building expenses \$ 226,701
- Loan to Bedford Community Access Television, Inc. \$57,600
- Total expenses \$284,301

FUTURE ACTIVITIES

- The committee plans to develop a proposed FY 2020 cable television budget for consideration by the Finance Committee and Selectmen. We expect that the requested appropriation will be presented and voted upon at the 2019 Annual Town Meeting.
- Verizon's current license expires in June 2019. The committee will analyze the results from a town-wide survey to

OTHER CITIZEN COMMITTEES

Cable Television Committee

- ascertain people's experiences with cable television and the future cable-related needs of Bedford residents. Additional feedback will be requested from Town departments. The committee will work with its Verizon liaison to complete a Renewal License that is expected to have a term of five years.
- To achieve operational efficiencies and cost savings, the committee will explore the feasibility of the Town directly operating its Comcast and Verizon access channels when our contract with BCAT Inc. expires in June 2020.
 - The committee shall continue to monitor the Town's cable revenues and disbursements and the performance of the licensed cable operators and the PEG access contractor. Annual Performance Evaluation Hearings with the three companies are planned for May 2019. The public is encouraged to attend these hearings to convey any customer service concerns and to ask any relevant questions.

Community Preservation Committee

Shawn Hanegan, *Chair*

PURPOSE

The Community Preservation Act (CPA) allows any city or town in Massachusetts to adopt a property tax surcharge of up to 3% and to use these revenues and state matching funds for open space, historic preservation, affordable housing, and recreation. Bedford voted to accept the CPA surcharge in 2001, and it went into effect in FY02. A Community Preservation Committee (CPC) was formed to study and recommend how Bedford's CPA revenues should be spent.

Twice each year the CPC reviews and updates the Community Preservation Program and Plan. Presentations are heard on the progress of plans in each of the targeted Community Preservation areas. Proposals are solicited and received, using a well-defined process that allows the committee to hear in-depth presentations from proponents of the various projects. Based on the information gathered during this

process, the committee votes on preliminary recommendations for CPA spending and distributes a draft Community Preservation Program and Plan, incorporating the preliminary recommendations. A public hearing is held to review the draft Program and Plan and the preliminary recommendations. In response to comments received at the public hearing, the Committee makes revisions and the final recommendations are submitted to Town Meeting for approval. Only those recommendations approved by Town Meeting are funded.

Bedford's Community Preservation Program and Plan contains an update on previously funded projects and the recommendations for future funding. It is available for review at the Town Hall and the Bedford Free Public Library and also on the CPC's page on the Town's website, <http://www.bedfordma.gov/community-preservation-committee>.

The CPC's page also includes instructions on how to submit a proposal for CPC funding of a

OTHER CITIZEN COMMITTEES

Community Preservation Committee

project.

The members of the Community Preservation Committee are pleased to help the Town carry out its long-standing intent of acting to preserve and enhance our town character.

FY18 HIGHLIGHTS

Annual Town Meeting Spring 2017

At the Spring 2017 Annual Town Meeting, the following Community Preservation FY18 expenditures were approved:

- Administrative - \$10,000
- Affordable Housing Consultant - \$33,000
- Bond Payment for Town Center - \$177,775
- Bond Payment for 350A Concord Road - \$440,963
- Bond Payment for Town Hall MEP Project - \$104,550
- Bond Payment for Liljegren Way/Mudge Way Athletic Fields- \$128,845
- Bedford Housing Authority Life Management Program- \$40,000
 - *Continues a collaborative initiative between the Bedford Housing Authority and a social services provider to assist families and individuals who are currently living in Bedford Housing Authority units.*
- Coast Guard Site Redevelopment- \$330,000
 - *Provides for affordable housing subsidies of \$75,000 each for 4 units in the former Coast Guard housing site on Pine Hill Road which will be deed restricted as affordable. The remaining funds are for reimbursement of expenses incurred due to past maintenance of the property.*
- Historic Properties Preservation Fund- \$75,000
- Jenks Trail/Safe Routes to School- \$57,000
 - *To improvements to the Jenks Trail and related Safe Routes to School for the John Glenn Middle School that did not qualify as part of federally funded route improvements.*
- Boardwalks, Pedestrian Bridges, Bog Bridges, Stone Dust Trails & Signage- \$45,000
 - *For the installation of a stone dust trail to link Wiggins Avenue to Bridge Street and ultimately to the retail area along Great Road, and for the next phase of bog bridge construction, trail post installation, map box construction, wetland plant evaluations, trail guide printing and trail markers.*
- Community Gardens Feasibility Study- \$20,000
 - *For field survey, wetland delineation, soil testing and any environmental permitting required to either expand the existing community gardens site or develop a new site.*
- Minuteman Wayfinding Signage- \$10,465
 - *To install signage along and adjacent to the Minuteman Bikeway to provide connectivity between the Bikeway and nearby destinations.*
- Skate Park Rehabilitation- \$18,000
 - *To repair the damage to the existing skate park surfaces.*
- Affordable Housing Reserves - \$110,000

Special Town Meeting Fall 2017

The Fall 2017 Special Town Meeting voted to continue the 3% Community Preservation Fund surcharge for FY19 and also approved the following additional Community Preservation FY18 expenditures:

OTHER CITIZEN COMMITTEES

Community Preservation Committee

- Dog Park- \$25,000
 - *To fund the Town's 10% share of anticipated construction costs for a dog park, with the remainder provided by a grant from the Stanton Foundation. If the selectmen choose not to pursue a grant, or the grant request is not successful, then the full \$25,000 will return to community preservation funds.*
- Housing Strategic Study- \$20,000
 - *Funding for a consultant to conduct a study to help Bedford ensure that its plans for affordable housing meet its obligations and desires while remaining in line with resident sentiment. The study will inform a strategic plan for municipal action with regards to housing, based upon a comprehensive housing needs assessment.*
- Historic House Appraisal for Preservation Restriction- \$4,000
 - *To fund an appraisal meeting IRS requirements of one of Bedford's few remaining homes over 200 years old, which would compare the value of the property if it was redeveloped to its maximum potential under current zoning with the value if the historic home was preserved.*
- Application for Concord Road National Register Historic District- \$10,000
 - *To fund preparation of an application to the Mass. Historical Commission and National Park Service for listing of a historic portion of Concord Road on the National Register of Historic Places.*
- Affordable Housing Consultant - \$35,000
- Bond Payment for Town Center - \$165,150
- Bond Payment for 350A Concord Road - \$424,213
- Bond Payment for Town Hall MEP Project - \$102,425
- Bond Payment for Liljegren Way/Mudge Way Athletic Fields- \$126,500
- Bond Payment for Bedford Village- \$207,000
- Bedford Housing Authority Life Management Program- \$40,000
 - *Continues a collaborative initiative between the Bedford Housing Authority and a social services provider to assist families and individuals who are currently living in Bedford Housing Authority units.*
- Bicycle Shelter at JGMS and Bedford High School- \$11,700
 - *Provides for the purchase and installation of two bike shelters over existing bike racks, one at John Glenn Middle School and one at Bedford High School. The shelters protect up to 10 bikes at each location, and help reduce snow and ice buildup on the racks themselves.*
- Springs Brook Park Water Park Rehabilitation- \$50,000
 - *To replace water features at Springs Brook Park that were not functioning properly. These include toddler-friendly features that spray water, and also include some pipe repairs.*
- Job Lane Playground- \$110,000
 - *To completely reconstruct the Job Lane playground. The previous playground had reached the end of its service life and multiple elements needed to be closed due to structural failure.*

FY19 PROJECTIONS

At the Spring 2018 Annual Town Meeting, the following Community Preservation FY19 expenditures were approved:

- Administrative - \$10,000

OTHER CITIZEN COMMITTEES

Community Preservation Committee

- Springs Brook Park Water Clarity Improvement- \$60,000
°To fund a pilot project to test a large-

scale filtering system to improve water clarity at Springs Brook Park. The pilot project is scheduled for July 2018; the results of the pilot will help in evalua-

Depot Park Advisory Committee

Joseph R. Piantedosi, Chair

Purpose

The committee's job is to oversee the operation and finances of the Depot Park complex, seek sources of funding for future improvements, and recommend policies for use of the Depot Park Revolving Fund and the rental and usage of the buildings.

FY18 HIGHLIGHTS

The committee attended Selectmen meetings and reviewed and commented on the Museum Study proposal to relocate the Towns PEG access TV facility to the Depot Building. Committee Chair Joe Piantedosi also met with the Selectmen to express concern on the Depot Building tenant leases which will expire in the upcoming fiscal year.

The committee worked closely with the Facilities Department monitoring the replacement deck and railing project on the Freight House Building that was reported in detail in last year's report. The project was delayed by five months. It included demolition and replacement of the warped and deteriorated decking boards, railings, stairs and repairs to the substructure. The new decking and railings were installed using an exceptionally durable wood called ipe and an aluminum rail system with a special Kynar coating which are expected to last at least at least 25 years.

The committee reviewed and recommended approval for a private snow contractor to maintain the Depot Park roadways and park-

ing areas (excluding sanding and salting by DPW).

The committee met several times with members of the Bedford Thompson Lodge who indicated they would provide a gift of an estimated \$6,300 for a historical sign, a park bench and two sets of bike racks at Depot Park

Revolving Fund

Depot Park's revenues and operating expenses are transacted through a Revolving Account that is managed by the Facilities Director with input and oversight from the committee. The account's balance as of June 30, 2018, was \$41,176.78. For FY18, operating expenses totaled \$36,484.88 and revenues were \$44,821.33 for a net gain of \$8,336.45. A major portion of the new deck project was paid for from the revolving fund last year.

Railroad Car

Rail Diesel Car 6211 was open for the public to visit on weekends during the bikeway season when the Freight House was open. It is available for rent as a venue for meetings, events and festivities. A total of \$790.00 in rental income from the car was received during FY 2018.

Depot Building

The Depot tenants are Babe Ruth Baseball, the Glass Cooperative, Scott's Stone Carving Classes and Colasanti Hair Studio. Total rent, utilities, and maintenance and operating charges, collected from these tenants in FY 2018 amounted to \$42,118.77.

OTHER CITIZEN COMMITTEES

Depot Park Advisory Committee

Freight House Building

Under a nonexclusive license from Bedford, the Friends of Bedford Depot Park organization continued to operate a welcome center and museum inside the Freight House, primarily on weekends during the bikeway season. Proceeds from the sale of snacks and beverages are donated to the Revolving Fund. During calendar year 2017, the Friends raised \$1,127.58 in support of the Depot Park complex. Revenues decreased compared to the prior year due to the deck construction project which forced the temporary closure of the Freight House Welcome Center from April to July 2017.

Public Restrooms

Restrooms at the rear of the Freight House building were open from sunrise to sunset, spring through fall, as a courtesy to bikeway and Depot Park users. The Friends of Bedford Depot Park conveyed a donation of \$784.98 which might reoccur annually to keep the re-

strooms open on weekdays a little earlier in the spring and later in the fall. This is the fourth year for this donation which was deposited in the Depot Park Revolving Fund.

Objectives for FY 2019

We intend that the Depot Park complex continues to be financially self-supporting, is kept well maintained and attractive, and remains a resource that the public will enjoy. High priorities include: negotiating the four tenant lease renewals at the Depot Building, soliciting bids for the winter of 2018/19 snow removal services (completed), installing LED lights for the historic train signals, installing a new interpretive sign adjacent to the water column along the bikeway along with an historic switch stand and railroad crossing sign. Additionally the decking around the Depot Building has begun to warp similar to the decking replaced at the Freight House and needs to be evaluated for replacement.

Land Acquisition Committee

Donald Cullis, *Chair*

PURPOSE

The Land Acquisition Committee is an ad hoc, volunteer committee appointed by the Selectmen. Its purpose is to plan and carry out land acquisition projects for the preservation of natural resources, open space, and future municipal use within the Town, including recreational opportunities. The Committee researches open lands within the Town, contacts property owners, and recommends appraisals, acquisitions and other land protection options to the Selectmen and/or Conservation Commission. The Committee is comprised of five at-large citizen members, one member from the Conservation Commission, and one the Selectmen.

The Town's Conservation Administrator assists the committee.

Within its long-standing commitment to the preservation of natural resources and open space, the Committee follows guiding principles set forth in the Town's Open Space Plan, Recreation Plan, and Comprehensive Plan. These include the protection of wildlife habitat areas, development of public awareness regarding conservation and recreation areas, preservation of historic cultural properties and sites, preservation of large tracts of undeveloped land, and enhancement of recreational opportunities and trail interconnections.

FY18 HIGHLIGHTS

In FY18, the Land Acquisition Committee con-

OTHER CITIZEN COMMITTEES

Land Acquisition Committee

tinued to capitalize on our outreach efforts to the abutters of Town properties for future easements or purchases. We've had a number of conversations with interested parties and added some of the parcels discussed to the Town's list of pre-approved properties. This will give the Town the option of potentially purchasing all or a portion of these properties from willing residents, should the opportunity arise from further discussions.

Of special note, the Committee helped lead the effort in acquiring a sizable parcel for conservation that will have the added benefit of connecting the Minnie Reid Conservation Area with the Coffin Conservation Area, allowing the future development of a continuous trail incorporating all three. This will permit access to a combined 44-acre area to hikers via the

Minnie Reid Conservation area, as well as improve access to the adjacent 203-acre Huckin's Farm Conservation area, and will help preserve the acquired space for residence for years to come.

FY19 PROJECTIONS

In FY19, the Committee will continue reaching out to residents to discuss parcels and easements where residents are willing and interested in negotiating with the town to enhance the available public space and town resources. The Land Acquisition Committee will continue to develop partnerships with other town committees and the Selectmen to better understand and fulfill its charter goals, and to anticipate future needs.

Municipal Affordable Housing Trust

Christina Wilgren, *Chair*

PURPOSE

The Bedford Municipal Affordable Housing Trust (BMAHT) works towards the creation and preservation of affordable housing in Bedford for the benefit of low- and moderate-income households. BMAHT works cooperatively with the other local government boards and committees, state agencies, and local non-profits. It is a joint committee composed of seven members appointed by the Selectmen for two-year staggered terms. The seven members include two Selectmen, the Town Manager, two members of the Bedford Housing Partnership, and two members at large. All of the members are appointed by the Selectmen and meet as needed.

EMPLOYEE STATISTICS

The Town Manager's Office provides staff support.

FY18 HIGHLIGHTS

During FY18, the BMAHT continued to offer the

Rental Assistance Program to provide security deposit and first month's rent from HOME Funds. Two households were assisted for a total of \$3,732 during fiscal year 2018.

Members and Town Manager's Office staff began consideration and dissection of why the Zoning By-Law Amendment unique to the Pine Hill Crossing Redevelopment failed to pass at Town Meeting. Over a few meetings and public hearings an in-depth discussion of the entire process from the Charrette process in 2014, negotiations with the General Services Administration (GSA) and two appraisals, developing a comprehensive RFP and associated Development Services Agreement (DSA), selection of a qualified developer who was fully in compliance with the RFP were assembled in a succinct PowerPoint for clarification. Members reviewed the Town Meeting videotapes to note all of the questions, areas of confusion and specific concerns brought forth by the public and gathered the results to be able to fully consider and find ways to

OTHER CITIZEN COMMITTEES

Municipal Affordable Housing Trust

address every concern as best as possible. Some of the important points were the fact that the developer, TRA, rather than the Town, owns and controls the property; the important clarification between “accessible” versus “handicapped accessible” brought out in relief by a resident’s great input; that failure to pass an appropriate Zoning By-Law puts the town at risk of losing the negotiated improved unique housing units. The resulting comprehensive PowerPoint was then presented at the next Town Meeting during which the Zoning By-Law Amendment was approved.

Pine Hill Crossing Condominium documents were approved by Town Counsel, reviewed by RHSO’s Liz Rust, and approved by the Members. BMAHT restarted the Small Grant Program and one significant Small Grant was approved to assist a Bedford resident in need of a furnace replacement.

FY19 PROJECTIONS

During FY19, the BMAHT will continue the Small Grants Program, to assist qualifying Bedford residents to take advantage of this program.

The Rental Assistance Program will also continue to be offered using HOME Funds.

Patriotic Holiday Committee

Paul Purchia, *Chair*

PURPOSE

The Committee’s primary focus is planning Town ceremonies for Memorial Day, Veterans Day, and other patriotic holidays and events with a focus on recognizing Veterans of the US Armed Services. The committee provides advice and recommendations to the Selectmen concerning Town-owned veterans’ memorials on the Town Common and Veterans Memorial Park, including any proposed changes and/or additions to these memorials. When appropriate, the committee also uses its best efforts to recognize and promote the contributions and sacrifices made by our Veterans.

FY18 HIGHLIGHTS

The committee continued to work throughout the year with our Selectmen and School Committee liaisons, school administrators, veterans organizations, and various Town committees and organizations on behalf of our veterans.

Veterans’ Day - November 11, 2017

Ceremonies to honor our veterans were held at Veterans Memorial Park. The Bedford Police and Firefighters Honor Guard and the Bedford Minuteman Company led ceremony participants into the park. Ceremonies included an opening prayer, the Pledge of Allegiance led by Bedford scouts, singing of God Bless America accompanied by the high school band, followed by several speeches. Small American flags were placed on the town’s Veterans’ Memorial Wreath by ceremony attendees to remember a special veteran. A brief ceremony by BHS students to welcome and thank all veterans in attendance. This was followed by the sounding of TAPS, the singing of our National Anthem accompanied by the high school band, and a closing prayer.

Memorial Day - May 28, 2018

The committee organized the day’s events and committee members joined members of the American Legion and the VFW, Selectmen, scouts and the public in memorial services held at the American Legion Post, Shawsheen Cemetery, and the Shawsheen River, including prayers, placing of wreaths, firing squad volleys, and

OTHER CITIZEN COMMITTEES

Patriotic Holiday Committee

playing of TAPS. The Patriotic Holiday Committee invited Don Corey, President of the Bedford Historical Society, to talk about Bedford's Civil War Veterans buried at Shawsheen Cemetery. A ceremony was later held at the Old Burying Ground by Mr. Corey, Terrence L. Parker, and Capt. Jim Ringwood with the Bedford Minutemen. Following this ceremony, committee members and parade participants including Keynote Speaker Col. Roman Hund (US Air Force) and Grand Marshals Henry Miranda (WWII) and Don Corey (Korea) assembled at the Fallen Veterans Memorial Plaza at Bedford High School prior to the start of the parade to remember Bedford High School graduates who gave their lives in service to their country. Following the BHS memorial ceremony, the Memorial Day Parade which was led by the Bedford Police and Firefighters Honor Guard, started at Mudge Way and proceeded to the WWI Memorial at Bedford Common. Remarks about the WWI Memorial were offered by Bedford Town Historian Sharon McDonald, followed by a prayer, rifle volleys and TAPS. The parade then proceeded to Veterans Memorial Park. Memorial Day park ceremonies included Invocation, Bedford High School Band playing "God Bless America," speeches by local dignitaries, and Memorial Day essay winners Olivia Roscoe (Minuteman Division) and Abby Smith (Patriot Division) reading their essays. The Patriotic Holiday Committee gratefully recognized the contributions of Jon O'Connor in designing and producing the Memorial Day Observance brochures which were distributed throughout Bedford and at the Town's Memorial Day ceremonies. All veterans attending ceremonies were duly recognized and thanked. A Roll Call was read of Bedford veterans who had passed on during the past year. Poppies were placed on memorial

plaques honoring Bedford veterans killed in action in WWII, Vietnam, and Iraq. The Bedford High School Band played our National Anthem. A closing prayer and the sounding of TAPS concluded our ceremonies.

Hart-Desiato Bridge Dedication Ceremony – May 25, 2018

Members of the Patriotic Holiday Committee assisted in organizing and participated in a bridge dedication ceremony held on May 25 at the Bedford Boat Landing. Honor Guard Units from Bedford Police and Firefighters and Hanscom Base Security, along with Bedford Minutemen and Boy Scouts participated in the ceremony and local, state, federal and family members spoke at the ceremony. The ceremony recognized the ultimate sacrifices made by PFC Jon Hart and Lance Corporal Travis Desiato in the Iraq War by naming the Bedford bridge spanning the Concord River the Hart-Desiato Bridge in their honor.

The committee continued to work with our Selectmen and School Committee liaisons, school administrators and Town organizations throughout the year. Our goal is to effectively communicate and interact with Bedford's

school administrators, teachers, and students with the help and advice of the Bedford School Committee.

FY19 PROJECTIONS

The Patriotic Holiday Committee will continue to plan and conduct meaningful ceremonies to recognize and honor the sacrifices of our veterans in FY19. The committee will identify and recruit new committee members as needed in the coming year. We will continue to increase our efforts to honor and assist our veterans wherever possible and to pro-

OTHER CITIZEN COMMITTEES

Patriotic Holiday Committee

mote patriotism in our community by working through local media outlets, with town committees such as the Bedford Historical Society and the Bedford School Committee, and with local veteran groups. The committee will continue to coordinate our efforts with Bedford's Veterans Agent and will make a concerted effort to involve veterans who are residents of the Bedford Green on the VA campus and Bedford

VA patients in town events and activities. The committee also will work with the Bedford School Committee and school administration during the coming school year to increase participation in the annual Memorial Day essay competition and to help students better understand and appreciate the sacrifices made by our veterans to keep our nation free.

Town Center

Keith Backman, *Chairman*
Fay Russo, *Consultant,*
Town Center
Director/Facilities Coordinator

PURPOSE

The purpose of Town Center of Bedford, Inc. is 1) to preserve the former Union/Center School (Town Center), Old Town Hall, and RDC #6211; 2) to provide space at Town Center for Town departments, non-profit organizations, and rentals by individuals; 3) to provide space at Old Town Hall for tenants and occasional rentals; 4) to provide a novel setting for small parties and meetings in the RDC #6211; and 5) to make a contribution to the quality of life in the Town of Bedford. [From the Mission Statement]

EMPLOYEE STATISTICS

1 full-time paid Consultant, serving as Town Center Director/Facilities Coordinator

HIGHLIGHTS

Spaces in each of the locations have been leased or rented, including to the Bedford Chamber of Commerce, Minuteman Senior Services, Kids' Club, and Iskwelahang Pilipino in the Town Center building; Colasante Hair Studio, The Glass Cooperative, Babe Ruth Baseball

and Softball League, Inc., and Scott Cahaly in the Bedford Depot. Bedford T.V., Martha Shea Smith (artist), and Mary Peacock Photography lease space in the Old Town Hall.

Old Town Hall

The third floor of Old Town Hall is the site of many parties such as weddings/receptions, bridal and baby showers, birthday and anniversary parties, memorial gatherings, and recitals. The fee charged for The Great Room rental includes the use of the catering kitchen, tables and chairs, and the services of a custodian to set up, be available throughout the function, and for clean up.

A yearly tradition in The Great Room includes the Change of Command of the Bedford Minuteman Company in September along with the celebration of the newly selected Bedford Citizen of the Year.

A tour of the three floors of Old Town Hall was taken by members of the ad hoc Historical Museum Study Committee.

A Concord family has loaned a 1780's grandfather clock to the Town, and it has been placed in The Great Room.

OTHER CITIZEN COMMITTEES

Town Center

Town Center

The first floor Shawsheen Room with adjacent kitchen is a popular location for children's birthday parties and family get-togethers. The 1,793 square foot room is also used by a number of dance organizations as rehearsal space and for exercise classes.

With the many attendees in the Kids' Club, additional space was required five days a week from 2:30 until 6:00 p.m. in the main portion of Town Center.

The Bedford Community Table/Pantry continues after many years to serve dinners in the Town Center Shawsheen Room every Thursday evening from September through May. Bags of groceries are also distributed on Thursday evenings on a year-round basis.

Town Center is also the site of small shelter and staging managed by the Community Emergency Response Team (CERT). A storage area holds emergency equipment such as cots, blankets, medical supplies, etc.

Rail Car #6211

The rail diesel car on permanent display at the Bedford Depot is popular with train enthusiasts. The entry section of the car holds many artifacts; the former baggage car has several tables/chairs for the serving of food or for meetings, and twenty-two double-sided seating completes the car.

At a Polar Express rental in December, 480 tickets were sold to children and parents. 40 attendees participated at 30 minute intervals throughout the afternoon and evening while receiving a cup of hot chocolate and a showing of a short film based on the Polar Express book.

Each child was given a bell followed by pho-

tos with Santa and Mrs. Claus. Snow on the day of the rental only enhanced the excitement of the event. Rumor has it that there will be a repeat performance this coming December.

Miscellaneous

Alcohol is allowed in the rail car as well as The Great Room in Old Town Hall but only with a permit from the Selectmen (application fee: \$35), refundable deposit of \$100, and a certificate of liability insurance (\$1,000,000) naming the Town as an additional insured. A TIPS certified bartender is required at any event where alcohol is served. The permit application and paperwork documenting that other conditions are met are then included on the agenda at a meeting of the Selectmen for their approval.

With the surge in demand for space, it was necessary to "borrow" space from the Kids' Club wing of Town Center for weekend usage. A portion of the revenue from renting out space borrowed from the Recreation Department was shared with them.

Custodial Service

There has been a turnover of personnel for positions of part-time custodians primarily for weekend coverage. It was fortunate to be able to replace and train two new part-timers for coverage of rentals at the three locations for a total of four custodians. Although assignments for part-time custodians are managed by Town Center of Bedford, Inc., the custodians are Town of Bedford employees paid from the Old Town Hall and Town Center Revolving Funds managed by the Facilities Department.

Maintenance

In consequence of its management of rental

OTHER CITIZEN COMMITTEES

Town Center

space, Town Center of Bedford, Inc., is often well situated to notice or identify matters requiring maintenance or repair, and brings such matters to the attention of the Facilities Department, which sees to the needed work. Significant matters during the past year include:

- Locks on various doors have required repair.
- Ceiling tiles damaged due to roof leaks (particularly problematic during the March/April snow storms) have been replaced.
- Attention was given to the air conditioning units both at Old Town Hall as well as Town Center. Refrigerator temperature adjustments and convection oven calibration in the Town Center kitchen were required.

Administrative

The invoicing and accounting of revenue from the eleven leases and numerous occasional rentals continue to be handled by the Town Center Director/Facilities Coordinator, with the funds deposited in the Old Town Hall and Town Center and/or Depot Park Revolving Funds. Expenses are processed, accounted for, and disbursed from the aforementioned Revolving Funds by the Facilities Department.

The Federal and State tax returns of Town Center, of Bedford, Inc. are completed and filed within five months from the end of the fiscal year, along with the requirement of the Secretary of State to file an annual report by

non-profit organizations. Monthly and end-of-the year revenue reports are submitted to the Town Manager for distribution to the Selectmen. A listing of occasional rentals is submitted monthly to the Facilities Department and its custodians. Turnover sheets are forwarded with deposits to the Finance Department, with a copy to the Facilities Department for tracking up-to-date revenue.

The Town Center Board of Directors elected at its most recent Annual Meeting in September 2017 were: Keith Backman, chairman, Thomas Larkin, vice-chairman, Geraldine Welch, secretary, Suzanne Neal, Treasurer, and William Moonan, member/liaison from the Selectmen.

Board members receive no compensation for their services.

FY 19 PROJECTIONS

As of September 1, 2018, a small rental rate increase is to be implemented for Town Center space.

More communication with Town departments becomes a priority, particularly in view of the ever-increasing competition between Town department usage of and outside rental demand for space in Town Center and Old Town Hall.

A goal for the coming year is to exceed this year's \$200,000 in occasional rental and lease income.

OTHER CITIZEN COMMITTEES

Transportation Advisory Committee

Soraya Stevens, *Chair*

PURPOSE

The Transportation Advisory Committee (TAC) has the following charge from the Selectmen: "To examine, evaluate and advise the Selectmen regarding board actions and measures that will improve overall resident mobility, expand the use of non-automobile based methods of local and regional transportation, and improve traffic circulation and availability of transportation services that implement the transportation-related recommendations of the Town's Vision Statement and Comprehensive Plan." [Article 33 of the town's general by-laws]

The responsibilities of the committee as outlined in the town's by-laws are:

- To identify priority locations for sidewalk and crosswalk additions and extension and to secure public support for proposed sidewalk projects.
- To determine feasibility of preferred traffic calming and safety techniques/locations including signage improvements consistent with sound engineering principles.
- To recommend intersection and roadway improvements as well as bicycle path/route upgrades and additions.
- To investigate expansion of transportation services including interconnections with neighboring Town services and MBTA services.
- To engage residents and businesses in the establishment of a Transportation Management Association or similar employer-based organization.
- To identify funding opportunities for

implementation of recommended actions.

MEMBER STATISTICS

The committee is comprised entirely of volunteers with no paid staff. The committee consists of seven members appointed by the Selectmen, to include one Selectman and one Planning Board member, one member each representing bicycle interests, pedestrian interests, local business interests and two at-large residents.

FY18 HIGHLIGHTS

During the past year the TAC met once a month to discuss and act on a variety of topics related to our purpose and responsibilities. Key focus areas included monitoring ongoing transportation improvement efforts including sidewalk installations along arterial roads or in heavily travelled cut-through neighborhoods, monitoring design efforts for dangerous intersections, and participation in Town Meeting and attending Selectmen's meeting when transportation issues are on the warrant/agenda. The committee coordinates with and provides input to the Town's Traffic Review Committee via communications and/or meetings with the Town Manager, DPW Director David Manugian, Town Engineer Adrienne St. John, and Police Chief Robert Bongiorno.

Davis Boardwalk

In October 2017, the DPW received the Conservation Commission's approval for a design for a boardwalk through

OTHER CITIZEN COMMITTEES

Transportation Advisory Committee

the White Cedar Swamp on Davis Road. The TAC advocated for the Capital Committee Expenditures to adjust the timeline for their budget to allow for the construction of the boardwalk within the permitted time frame. TAC worked with residents to promote the project in town and successfully demonstrated to the CPC that there was significant resident support and interest in this project. In December 2017, the CPC approved a budget that included the Davis Road Boardwalk project. At the Spring 2018 Town Meeting, the Town approved the Davis Boardwalk project and construction will begin in 2019.

Bacon/Hartford/Crescent Complete Streets Project

The TAC recommended a proposal that was submitted to the Town by Green International. The proposal was to conduct a traffic engineering study to determine the qualitative impacts of adding sidewalks, crosswalks, and/or one-way traffic flows to the Bacon Road, Crescent Avenue, and Hartford Street neighborhoods. The Town accepted the proposal and the study was conducted in FY17. The results of the study were presented to residents in the Fall of 2017. With resident input, Green International and the Town developed a design for the neighborhood that would include several traffic calming elements in order to make the neighborhood safer for all users. In April 2018, TAC worked with DPW to submit a proposal to request state funding for Complete Streets projects to offset some of the costs of this project. The proposal was accepted and the Town received approximately \$390,000 towards this project.

Town Acceptance of Municipal Modernization Act - Statutory Speed limit lowered to 25mph

The Municipal Modernization Act (MMA) includes an amendment to Chapter 90 allows municipalities to reduce speed limits to 25-mph for thickly settled or business districts and allows municipalities to designate 20-mph safety zone at their discretion. In FY17, the Town approved the article. In early 2018, the Selectmen voted to reduce the statutory speed limits to 25-mph for thickly settled or business districts town-wide. In April 2018, signs were posted along entry points to the town to notify drivers of the new speed limits.

Draft Neighborhood Traffic Calming Policy

TAC initiated the development of a Draft Neighborhood Traffic Calming Policy in 2014. After several iterations and revisions, TAC completed the draft in February 2018. TAC socialized the draft with the Staff Traffic Management Team to ensure that other stakeholders felt that the content was useful and important to the town.

Great Road Bicycle Lanes

TAC worked with the Bicycle Advisory Committee to review the VHB designs for bicycle lanes along the Great Road. TAC and BAC suggested that a third design, sidewalk-level bicycle lanes, be considered. The rationale for this third design is that it could be implemented as a continuous lane and would prevent users from having to swerve on and off a shared use path and a path that ran between parked cars and the curbs. This continuity and separation would make the bicycle lanes more appealing to residents who want to use their bicycles to get to destinations along The Great Road, but who do not feel safe riding on the road.

FY19 PROJECTIONS

Transportation Safety Improvements

OTHER CITIZEN COMMITTEES

Transportation Advisory Committee

- Support the design of a reconfigured North Road / Chelmsford Road intersection to improve currently problematic sight lines for certain turning maneuvers.
 - Continue the development of a Town-wide traffic calming policy. The policy includes developing a menu of possible enforcement strategies and engineering treatments to mitigate volume, speed and negative driver behavior, especially in cut-through locations.
 - Continue to make progress on the Non-Infrastructure Plan tasks assigned to TAC in the Bicycle/Pedestrian Master Plan.
 - Conduct an evaluation of Bedford's Complete Streets Implementation to be presented to the Selectmen.
 - Support the design of bicycle lanes on The Great Road.
 - Support the Bedford Board of Health initiative to gain funding and support for bus shelters at frequently used MBTA stops along the Great Road.
 - Support the Town's efforts to successfully design, engineer, and implement the extension from the existing Minuteman Bike Trail in the Railroad Avenue area to the planned and approved extension from the Middle School to Concord Road along the Town owned railroad bed and current unpaved but well used path.
- Non-automobile Alternatives:***
- Work with Town departments and stakeholders in FY18 to maintain a prioritized list of sidewalk projects based on the recommendations made in the Bicycle/Pedestrian Master Plan.
 - Give input to the Middlesex 3 Coalition Transportation Committee and Healthy Bedford taskforce regarding transportation needs in Bedford. Support applications for continuation of grants funds to study and implement expansion of transportation alternatives for Bedford residents and businesses.
 - Continue to support and facilitate the successful implementation of the proposed Bedford Circuit Loop Trails (inner and outer) in FY18.
 - Investigate additional sidewalk and walking trail construction options to recommend to the Selectmen for consideration. Projects will be given priority based on the following criteria:
- Does the proposed sidewalk project:
- create pedestrian access to the Town Center, schools or recreational facilities
 - take advantage of available rights-of-way
 - increase pedestrian safety in identifiably hazardous areas
 - improve the connectivity of the sidewalk network
 - serve a substantial number of residents
 - improve access to public transportation
 - continue participation in both the Healthy Bedford Initiative and the Safe Routes to School Program

OTHER CITIZEN COMMITTEES

Volunteer Coordinating Committee

Joseph Piantedosi, *Chair*

PURPOSE

The Volunteer Coordinating Committee (VCC) is established by Bedford's Charter to identify and recruit qualified candidates for all appointive offices in the Town, with the following exceptions: paid Town staff positions, elected officials (unless a vacant position needs to be appointed between elections) and candidates for the VCC.

The VCC makes every attempt to identify multiple candidates so that the appointing authority (usually the Selectmen) has more than one individual to consider for each appointment.

To meet its goals of recruiting potential candidates for committee vacancies during FY18, the members of the VCC continued to follow the policies they had adopted over the past few years which include:

1. Maintain contact with the chairs of all appointed boards, committees and commissions. Through this liaison arrangement, the VCC can ascertain whether the committee experiencing the vacancy has any special recommendations for the vacant position or seeks specific qualities in the candidates under consideration.
2. Treat equally all appointees who meet the minimum qualifications for appointment.
3. Encourage all potential applicants to read the most recent Bedford Annual Town Report and the Town Bylaws to understand the missions and activities of the committee of interest.
4. Urge all potential candidates for appointment to attend a meeting of the

committee of interest.

5. Inform the appointing authority of all the potential appointees who meet minimum requirements, even if it (VCC) recommends only a certain number of candidates to the appointing authority for interviews.
6. Contact individuals who were not appointed – as well as residents who are not quite ready to volunteer – to encourage them to consider other committee openings.
7. Continue to utilize criteria as a guide to evaluate applicants for Finance Committee (FinCom) and Capital Expenditure Committee (CapEx) vacancies.

“Tier 1” criteria are the “most important” for VCC consideration:

- (a) A candidate understands the time requirements for serving on FinCom and CapEx and can demonstrate an ability to meet these time demands.
- (b) Town Meeting attendance is required, verified by the Town Clerk's official records, if necessary.
- (c) Attendance at FinCom/CapEx meetings is required (provided such meetings are available) to understand these committees' fiscal roles and responsibilities.

“Tier II” criteria are “somewhat important” for VCC consideration:

- (d) Business experience is desirable, but not compulsory.
- (e) Finance/accounting/budget experience is desirable, but not compulsory.
- (f) Participation on other town government committees (elected or appointed) is desirable, but not compulsory.
- (g) Participation in local non-government organizations (church, school, sports, etc.) is desirable but not compulsory.
- (h) Recommendations from the committee that

OTHER CITIZEN COMMITTEES

Volunteer Coordinating Committee

has the vacancy.

FY18 HIGHLIGHTS

During FY18, the VCC's actions at its monthly meetings resulted in the submission of 35 candidates to fill vacancies on the vast majority of boards, committees and commissions.

The major activities performed by the VCC this fiscal year were:

- Worked with the Town Manager's office to identify individuals whose terms were ending on all appointed boards, committees and commissions as of June 30, 2018, and identify qualified candidates to fill all open seats.
- Recruited over 35 Bedford residents interested in filling vacancies on all appointed committees.
- Attended Town Meetings and Special Meetings and made brief presentations to recruit candidates and handed out informational sheets encouraging residents to volunteer.
- Submitted articles to the Bedford Minuteman and Bedford Citizen listing committee vacancies and encouraging Bedford residents to apply for vacancies.
- Held ten meetings.

FY19 PROJECTIONS

The VCC will continue its discussions and trials of various strategies for marketing committee vacancies to Bedford residents in an effort to encourage more residents to participate in Town committees. Some strategies already employed include:

- Submitting articles to the local print and online media.
- Distributing flyers at Town Meetings.
- Making announcements at Annual and Special Town meetings.
- Contacting candidates who were not appointed to their desired committee and pointing out other vacancies.
- Reaching out to committee chairs and other committee members for potential applicants. Researching the Bedford voter registration list for occupations that may be helpful for particular committees.
- Review and update the "Committee Chair Responsibilities" list for distribution to all town and school committee members.

A public service announcement was also taped at Bedford TV last year and is played periodically on Bedford's cable station in an effort to help residents understand available committees and how to submit their application to volunteer.

OTHER CITIZEN COMMITTEES

Board of Registrars of Voters

Doreen Tremblay, Clerk

The Board of Registrars of Voters consists of the Town Clerk and three citizens appointed by the Selectmen with recommendations from the Democratic and Republican Town Committees. Under present law, there cannot be a majority of any party represented. Our 2018 Board has two Republicans and two Democrats. The primary purpose of the Board is to protect the integrity of the Voters' List by insuring proper additions, subtractions, addresses and political designations. The Board can also hold hearings if there are any questions about voters' rights.

POLITICAL PARTIES

The recognized political parties in Massachusetts are Democratic, Republican, Green-Rainbow and United Independent Party. Only these have primary elections. The other authorized political designations are: America First Party, American Independent Party, Conservative Party, Constitution Party, Interdependent Third Party, Green Party USA, Green-Rainbow Party, Libertarian Party, Massachusetts Independent Party, Natural Law Party, New Alliance Party, New World Council, Pirate Party, Prohibition Party, Rainbow Coalition, Reform Party, Socialist Party, Timesizing Not Downsizing Party, Veterans Party of America, We The People Party, Working Families and World Citizens Party. The Independent Voters Party no longer exists but "Unenrolled" is still being used as the designation for independent status.

PRIMARY ELECTIONS

Since primary elections are only for "recognized party" members, every enrolled party voter (Democratic, Republican, Green-Rainbow and United Independent Party) must take their "recognized party" ballot in order to participate. Unenrolled voters may choose any ballot.

ANNUAL CENSUS

Since the Voting List is predicated on the Annual Census List, the Registrars of Voters also assist the Town Clerk's office in collecting and verifying census data. A great deal of research is required to make the annual list as accurate and useful as possible. The Board members make many phone calls and visits and often use other Town records to find lost and new residents. This list also has great historical importance because it serves as a permanent record for genealogical and legal searches.

HIGHLIGHTS

State Primary Nomination Papers

The Town Clerk certified two thousand signatures on nomination papers submitted by the beginning of May 2018. Representatives of several candidates were out in force at the Town Election and Town Meeting collecting signatures.

State Ballot Questions

The petitions for a State ballot questions included amendments to the Constitution and abortion funding. The Town Clerk certified eighteen hundred signatures over a three week period.

Special Town Meeting Report

Attendance at the Special Town Meeting was over seven hundred. The controversial articles consisted of the three marijuana zoning bylaws which passed. Various budget amendments also passed. The Special Town Meeting lasted two evenings.

Town Election Report

Since there was no contest on the ballot, a low turnout was expected. A quiet day

TOWN CLERK AND ELECTIONS

Board of Registrars of Voters

provided the opportunity for the new election workers to learn the election process. There are no issues to report particularly since the election equipment was serviced in January.

Town Meeting

The Moderator improved the check-in process. The entrance to check-in was now the front doors of the High School. Several signs were displayed to give the voters guidance. The precinct signs, precinct maps and check-in signs were displayed. Two election workers assisted voters in finding their precinct. There were three election workers checking in voters for each precinct. A special check-in was created for voters attending from Carleton-Willard. The Town Clerk's table stationed near the stairs allowed full viewing of the check-in process and advertisement for new election workers.

The controversial articles were Zoning Bylaws to revitalize certain areas of Bedford, fines for depositing waste in Town dumpsters and the approval of the Davis School Addition. The zoning and dumpster articles were approved; the Shawsheen Overlay District was not approved.

Registered voters for the fiscal year 2018:

Unenrolled	6173
Democrats (D)	2737
Green-Rainbow (J)	8
Republicans (R)	1220
American Independent (Q)	2
Time sizing (T)	1
Libertarian (L)	20
United Independent (CC)	28
TOTAL	10189

Town Clerk

Doreen Tremblay, Town Clerk

The Town Clerk's Office primarily provides information and keeps records for the citizens of Bedford. The Town Clerk is the administrator of all elections and a Registrar of Voters. The additional services provided by this office are copies of vital records, voter registration, dog licenses, marriage licenses, business certificates, raffle permits, zoning, general and sign by-laws, Town Meeting article certifications and archival research. The Town Clerk is also the clerk of all Town Meetings and Board of Registrars.

ANNUAL CENSUS

Census forms are mailed to all households on January 1 of each year. The purpose of these surveys is to gather statistical information about the Town citizens and to provide the basis for the State aid. Citizens are instructed to list all members of the household and dogs and then return the completed form to the Town Clerk's Office by the first week in February. A second mailing to non-respondents requires a postage paid confirmation card to be returned promptly. The resident listed in the previous year is requested to return the card signed stating whether he/she lives in Bedford with the current address noted. Failure to respond to the census affects our State aid status and eventually voter eligibility. Ninety-five percent of our residents return their census

TOWN CLERK AND ELECTIONS

Town Clerk

forms.

invalid addresses.

HIGHLIGHTS

ELECTIONS

See Board of Registrars

CENSUS

The Town Clerk provided data to the Council Aging for a study done by UMASS on the increasing population of seniors to expand the services of the COA.

ELECTIONS

The Town Clerk met with the Capital Expenditures to discuss the selection and purchase of election equipment. The Town Clerk plans on purchasing new election equipment in FY2019 once Town Meeting approves the article.

Warden Joan-Marie Freni retired after over fifteen years of service to the Town. The Town Clerk wishes to thank the Warden Joan-Marie Freni for her many years of service. Assistant Warden Michele Ferland accepted the promotion to Warden. The Warden is responsible for supervising election personnel the day of the election, dealing with voter issues and maintaining order at the polls.

The Town Clerk heavily recruited election workers for the fall by placing an ad on the web site, advertising at Town Meeting, contacting the veterans and businesses.

FEDERAL CENSUS

The Town Clerk attended the Kickoff presented by the Secretary State and the Census Bureau. The kickoff encouraged participation in the optional program LUCA to ensure all Town addresses including developments occupied by April 1 would receive a Federal Census. The Town Clerk reviewed all street addresses after release of the Town Census to deactivate any

The Town Clerk registered for training to update the Federal Census database with streets in new developments. There were three options to assist the Federal Census Bureau with updates. The Town Clerk chose the electronic database option.

OFFICE

The Town offered training on the personnel action forms now entered in People Forms. The Finance Director distributed a detailed set of instructions at the training.

PUBLIC RECORDS

The Town Clerk presented a talk on the new Public Records Law. The Town Clerk reviewed ways to manage public records requests to ease the burden of compliance.

The Records Access Officer is responsible for contacting the requestor that the public records request is received, when the deadline is, any costs associated with the request, providing the information, closing the request and dealing with appeals.

The Town Clerk as Records Access Officer managed various public records requests which were completed by the State Law deadline.

RECORDS MANAGEMENT

Information Systems Director Sherwood Ives presented Cyber Security Concerns at the June Records Management meeting. The meeting was well attended with several members asking questions after the presentation.

During the summer months, the Town Clerk archived files on dogs, committees, vital records, Zoning and Planning, cash receipts, elec-

TOWN CLERK AND ELECTIONS

Town Clerk

tions and town meetings.

Archivist Laura Carter met with the Danvers Archivist to discuss records management procedures. She also reviewed the environment for the storage of records to gain insight in making improvements in the Bedford Archives.

The Archivist met with departments to discuss records management and the utilization of Laser fiche electronic document management system. She learned from the departments that changes were needed to improve Laser fiche to increase utilization.

The Archivist filed minutes for committees and departments plus updated the finding aid for Cable TV, Conservation Commission, Council on Aging, Board of Health, Historic Preservation Committee, Planning Board, School Committee and Zoning Board of Appeals.

The Archivist met with various departments including Health, Recreation, DPW, Planning, Finance, Code, Town Manager and Assessors to understand the records management process in each department and offer assistance with destruction and archiving of records.

The Town Clerk discussed volumes to be bound with the Archivist. The vendor stopped by the Town Clerk's Office to pick up the volumes to be bound and delivered when the process is complete.

The Archivist is attending a series of workshops by the Board of Library Commissioners on creating a disaster plan. She is in the process of working with the Records Management Committee to revise the existing Records Disaster Plan.

The shredding truck shred thirty six boxes of materials approved by the Supervisor of Public Records for Destruction. During the spring of 2018, eighty two boxes of materials were destroyed by the shredding truck. Records pending destruction are now stored in the attic to free up space for new records.

The Archivist enrolled in the environmental monitoring program with the Board of Library Commissioners to improve the temperature and humidity in the vault to preserve the permanent records.

The Administrative Assistant finished scanning the remaining Zoning Board of Appeals file series. She also completed scanning in the permanent Planning Board file series after the Archivist integrated the backlog of Planning records received by the Archives in 2015 and 2016. The indices will be updated to reflect the addition of Planning Board records.

The School department loaned the Town Clerk's Office the bound School Committee minutes from 1992 to 1997. These missing minutes will complete the School Committee minute series in the vault and provide the opportunity to scan in this entire record series. Later, our office discovered School committee missing minutes from the fifties. The School Committee loaned our office the missing minutes.

The Archivist rehoused several record series in the vault including Planning Board, Zoning files and School Committee minutes.

Overweight sagging and broken archival boxes required replacement (due to sagging boxes with too much weight or boxes breaking).

TOWN CLERK AND ELECTIONS

Town Clerk

The Administrative Assistant is working with the Archivist to process the Town Counsel files by removing staples, paper clips and duplicates. A file list of Town Counsel records is also being created.

SOFTWARE

During the summer months, the Town Clerk and Information Systems Director Sherwood Ives met with vendors to discuss options for upgrading dog licensing software and computerizing requests under the new public records law. The Town Clerk met with vendors to demo new election equipment, committee management software and agenda and minutes management software.

WEB SITE

Approved changes to the Transportation section of the web site. Changes to the Transportation page will continue.

FY19 PROJECTS

- Investigate software upgrades
- Determine appropriate election equipment for purchase
- Prepare for Census 2020
- Increasing the utilization of Laser fiche

Vital Statistics FY17

Births	109
Deaths (Including VA Hospital)	305
Marriages	34

January 1, 2018 Town Population 13,691

TOWN CLERK AND ELECTIONS

Annual Town Election - March 10, 2018

SELECTMEN		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	388/9774	4.0%
Total Votes	362	
Uncast Votes	26	
MARGOT FLEISCHMAN	360	99.45%
Write-in Votes	2	0.55%

ASSESSOR		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	388/9774	4.0%
Total Votes	345	
Uncast Votes	43	
RONALD M CORDES	340	98.55%
Write-in Votes	5	1.45%

BOARD OF HEALTH		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	388/9774	4.0%
Total Votes	704	
Uncast Votes	72	
ANITA RAJ	351	49.86%
SARAH B THOMPSON	353	50.14
Write-in Votes	0	0.00%

HOUSING AUTHORITY		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	388/9774	4.0%
Total Votes	350	
Uncast Votes	38	
ELLIS KRIESBERG (5yrs)	348	99.43%
Write-in Votes	2	.57%
LAUREN CREWS (1yr)	346	100.00%
Write-in Votes	0	0.00%

PLANNING BOARD		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	388/9774	4.0%
Total Votes	356	
Uncast Votes	32	
JEFFREY M COHEN	353	99.61%
Write-in Votes	3	0.84%

LIBRARY TRUSTEES		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	388/9774	4.0%
Total Votes	695	
Uncast Votes	81	
DENNIS J AHERN	335	48.20%
MICHAEL A PULIZZI	356	51.22%
Write-in Votes	4	0.58%

REG. SCHOOL COMMITTEE		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	388/9774	4.0%
Total Votes	351	
Uncast Votes	37	
GLENN McINTYRE	351	100.00%
Write-in Votes	0	0.00%

SCHOOL COMMITTEE		
	Total	
Number of Precincts	4	
Precincts Reporting	4	100.00%
Times Counted	388/9774	4.0%
Total Votes	359	
Uncast Votes	29	
D. HARTLEY BROSGOL	359	100.00%
Write-in Votes	0	0.00%

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

The Moderator stated there is a long line of people outside. There are plenty of seats up front in the Auditorium. Wave if there is a seat available. There will be an overflow room as well since the line is out of the building and around the corner. Thank you for coming. Open Town Meeting is the legislature of the Town. That makes you legislators. Business does not get done unless you the voters show up so thank you. Tonight, we will be establishing laws for our Town and whether or not to authorize funds for a number of items. If we do not finish tonight, the plan is to return tomorrow night to finish. The Moderator called the Town Meeting to order. The Special Town Meeting convened at 7:53 p.m. in the Bedford High School Auditorium. A quorum of six hundred and eighty-seven registered voters was present. The Town Clerk read the return of service. The Moderator introduced herself as "Cathy Cordes. The Moderator introduced Town Clerk Doreen Tremblay and Deputy Moderators Betsey Anderson and Robert Dorer. The tellers for the evening are: Marion Connarton, Peter Donahue, Cynthia Donahue, Kelly Craven, Michele Ferland and Jane Gallagher-Reid. The Moderator stated the seating locations for the Selectmen, Finance Committee, Capital Expenditures Committee, Town Manager, Finance Director, Planning Board and School Committee. The Moderator welcomed the new Town Counsel David DeLuca. The Moderator announced guests are seated on the stage on make room for voters. Guests do not speak unless the Town Meeting allows it. The Moderator asked the voters to be patient since voters are seated in the overflow rooms. Voters from the overflow rooms must come to the Auditorium to speak. The Town Meeting must wait for the votes from the other rooms. The Moderator stated that the Town Meeting is the business meeting of the Town. Proper decorum must be maintained. No clapping or booing is allowed. Please remember we are all neighbors here. Assume all here are acting in the best intentions of the Town. Guidelines for Civil Discourse are in the back of the warrant. Focus on the issues not the individuals. The Moderator reviewed the rules of Town Meeting. A voter may not speak unless the Moderator recognizes them. Stand at the microphone to be recognized. Microphones are numbered in the aisles. The Moderator will call out the microphone number to recognize the speaker. Name and address are required to speak. A voter may not speak more than twice in debate unless they receive permission from the Moderator. Questions do not fall under this rule. Attendees who are not registered voters cannot speak unless they have permission from Town Meeting. To speak, identify yourself as a non-Bedford voter. The Moderator will ask Town Meeting if there is any objection. If there is none, you will be able to proceed. Time limits adopted by the debate rules for this meeting will be respected. Please keep comments within the scope of the motion and be as brief as possible. Questions must be directed through the Moderator. Voters are encouraged to state their position on the motion presented and ask a question. This is not a debate. Any proposed amendments from the floor must be in writing and given to the Moderator. Two copies of the amendment must be submitted for the Town Clerk and the Moderator. Local cable is taping the discussion at the Town Meeting. There will be no taping during hand counts if necessary. Turn off the ringer on cell phones. Leave the hall to talk. You should have received a colored card at check-in. The card is bright pink. We will use the card for counted votes if necessary. If you do not have a pink card, please visit check-in to obtain one.

Joseph Piantedosi of the Volunteer Coordinating Committee presented a report.

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

Article 1 - Debate Rules

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town adopt the following procedure for the current Special Town Meeting:

- A. A speaker presenting an article or amendment to an article shall be limited to ten (10) minutes;
- B. Other speakers shall be limited to five (5) minutes;
- C. No article shall be presented after 10:45 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C;

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared two-thirds vote met and the motion adopted.

Dan Bostwick of 23 Hartford Street presented Article 2.

Article 2 – Bedford's Energy Assessment and Action Plan

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town align its energy goals with the Massachusetts Global Warming Solutions Act of 2008 to achieve an 80% reduction of greenhouse gas emissions by 2050 from a baseline to be established, and in accordance with this goal, to raise and appropriate the sum of \$75,000 for the purposes of: 1) Conducting a greenhouse gas inventory to assess Bedford's energy use profile; and 2) Engaging one or more consultants for the purpose of developing and making publically available a report, road map and timeline to achieve said goals.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared the majority vote met for this room. Moderator declared motion passes by majority for all four rooms.

The Moderator announced a short recess to fix the sound problem. The Facilities Department is working on the issues to restore the sound in the other rooms. After the recess, the Moderator asked the voters to use microphones 2 and 3 since microphone 1 is not working.

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

Jeffrey Cohen presented Article 3 as the former Chair of the Sign Bylaw Committee.

Article 3 – Amendments Addressing Sign Illumination - Terminology, Unit of Measure, and Internally-Illuminated Sign Compliance Documentation

William Moonan made the following motion and the motion was seconded.

Voted, that the Town amend the General Bylaws of the Town of Bedford under Article 39 – Sign Bylaw as follows:

Current Text:

- A. All illuminated signs require a Special Permit. The Board of Appeals may authorize the illumination of a sign if said sign conforms to such limitations of size, brightness, color and suitability as the Board of Appeals deems proper, and if the sign does not violate this or any other section of this bylaw. This requirement applies not only to external signs but also to interior signs that are so designed or placed as to shine through windows or doors of any building.
- B. The illumination of any sign shall not exceed seventy-five (75) foot lamberts.
- C. Internally-illuminated signs are permitted in Industrial Zones only. The illumination of any internally-illuminated wall or freestanding sign shall not exceed fifty (50) foot lamberts.

Where internally-illuminated signs are proposed, calculations signed and sealed by an engineer licensed in the Commonwealth of Massachusetts shall accompany the application; said calculations shall document compliance with the fifty (50) foot-lambert requirement and fifteen thousand (15,000) initial rated lamp lumens requirement.

All Special permits for internally-illuminated signs shall include the following Condition of Approval: "In the event that the Sign bylaw requirements for internally-illuminated signs become more restrictive in the future, this internally-illuminated sign shall be brought into compliance with the most recent edition of the bylaw within a period of 1-year from its enactment.

- D. The illumination of any proposed sign shall be completely described and documented with the application submitted under Article III, Section 1.B. A written certification of the foot lamberts of each illuminated sign shall be obtained from a licensed electrician, the sign manufacturer or a qualified lighting or engineering consultant and will accompany the sign permit application. The sign shall be maintained in conformance with and within the limits of this description and certification.

Proposed Text:

- A. All illuminated signs require a Special Permit. The Board of Appeals may authorize the illumination of a sign if said sign conforms to such limitations of size, luminance ~~brightness~~, color and suitability as the Board of Appeals deems proper, and if the sign does not violate this or any other section of this bylaw. This requirement applies not only to external signs but also to interior signs that are so designed or placed as

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

- to shine through windows or doors of any building.
- B. The luminance ~~illumination~~ of any sign shall not exceed 24 candela per square foot ~~seventy-five (75) foot lamberts~~.
- C. Internally-illuminated signs are permitted in Industrial Zones only. The luminance ~~illumination~~ of any internally-illuminated wall or freestanding sign shall not exceed 16 candela per square foot ~~fifty (50) foot lamberts~~.
~~Where internally illuminated signs are proposed, calculations signed and sealed by an engineer licensed in the Commonwealth of Massachusetts shall accompany the application; said calculations shall document compliance with the fifty (50) foot lambert requirement and fifteen thousand (15,000) initial rated lamp lumens requirement.~~
All Special permits for internally-illuminated signs shall include the following Condition of Approval: "In the event that the Sign bylaw requirements for internally-illuminated signs become more restrictive in the future, this internally-illuminated sign shall be brought into compliance with the most recent edition of the bylaw within a period of 1-year from its enactment."
- D. The illumination of any proposed sign shall be completely described and documented with the application submitted under Article III, Section 1.B. A written certification of the luminance (in candela per square foot) ~~foot lamberts~~ of each illuminated sign shall be obtained from a licensed electrician, the sign manufacturer or a qualified lighting or engineering consultant and will accompany the sign permit application. The sign shall be maintained in conformance with and within the limits of this description and certification.

Change foot-lamberts to candela per square foot (candela per square meter) - Article 39.5, Section 2 - Overspill, Sub-paragraphs D post-script.

Current Text:

The Board of Appeals may grant a Special Permit for lighting which does not comply with these specifications if it determines that the performance standards of the first paragraph will still be met, and if the applicant provides certification from a qualified lighting or engineering consultant that the brightness of any sign or building element will not exceed twenty (20) foot lamberts in residential districts or fifty (50) foot lamberts in other districts.

Proposed Text:

The Board of Appeals may grant a Special Permit for lighting which does not comply with these specifications if it determines that the performance standards of the first paragraph will still be met, and if the applicant provides certification from a qualified lighting or engineering consultant that the luminance ~~brightness~~ of any sign or building element will not exceed 6 candela per square foot ~~twenty (20) foot lamberts~~ in residential districts or 16 candela per square foot ~~fifty (50) foot lamberts~~ in other districts.

Recommendations:

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

Moderator declared motion passes unanimously in this room. Vote unanimous in all of the rooms.

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Articles 4 and 5 be presented and discussed together but be voted upon separately.

Moderator declared it is unanimous in this room and unanimous in all other rooms.

Article 4 -Zoning Bylaw Amendment – Non-Medical Marijuana Use

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Bedford Zoning Bylaw, relating to non-medical marijuana establishments:

Section 4.3 is hereby amended to add the following new subsection:

4.3.11 – Prohibition on Non-Medical Marijuana Establishments

In accordance with Massachusetts General Laws Chapter 94G, § 3(a)(2), all types of non-medical marijuana establishments, as defined in Massachusetts General Laws Chapter 94G, § 1 and as may otherwise be defined by Massachusetts law, to include, without limitation, all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers, and any other types of licensed marijuana-related businesses, shall be prohibited within the Town of Bedford. This prohibition shall not be construed to affect the medical use of marijuana as expressly authorized by the provisions of Chapter 369 of the Acts of 2012 and 105 CMR 725.000 (as the same may be amended from time to time), nor shall it be construed to include registered marijuana dispensaries as defined by Section 4.3.10 of the Zoning Bylaw;

And further, **Table I “Use Regulations”** is hereby amended by inserting a new line item for Non-medical Marijuana Establishment, and to provide a NO in all zoning districts.

Table 1 Use Regulations

4.3 Institutional Uses

Site Plan

R A B C D LB GB C IA IB IC Approval

4.3.11 Non-medical

NO NO NO NO NO NO NO NO NO NO NO NR

Marijuana Establishment

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended disapproval

Moderator declared motion passes after a counted vote (In Favor-487, Opposed-146).

Article 5 - General Bylaw Amendment – Marijuana Establishments

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Town amend the General Bylaws of the Town of Bedford by adopting the following amendment relating to non-medical marijuana establishments:

Article 60. Marijuana Establishments

Consistent with G.L. c. 94G § 3(a)(2), all types of non-medical marijuana establishments as defined in G.L. c. 94G, § 1, including all marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other type of licensed marijuana-related businesses, shall be prohibited within the Town of Bedford.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended disapproval

Moderator declared motion passes in this room. Moderator declared motion passed in all rooms.
Moderator declared motion passes.

Article 6 - Zoning Bylaw Amendment***Temporary Moratorium on Recreational and Non-Medical Marijuana Establishments***

Amy Lloyd made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Bedford Zoning Bylaw, relating to recreational and non-medical marijuana establishments:

Section 20 is hereby amended by deleting the existing text in its entirety and substituting the following:

Section 20 Temporary Moratorium on Recreational Marijuana Establishments**20.1. PURPOSE**

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law that would legalize recreational marijuana. The law requires a newly appointed Cannabis Control Commission, which would be responsible for regulating and supervising marijuana businesses. The law, as amended, provides that the commission must adopt initial regulations by March 15, 2018.

Currently under the Zoning Bylaw, a Recreational Marijuana Establishment, as defined in G.L. c. 94C, §1, is not a permitted use in the Town. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments.

The regulation of recreational marijuana and associated sales raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of recreational marijuana sales and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of recreational and non-medical Marijuana, including sales, dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use.

The Town adopts this temporary moratorium on the use of land and structures in the Town for recreational and non-medical Marijuana Retail Sales, dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

20.2 DEFINITION

"Recreational Marijuana Establishment," shall mean a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

20.3 TEMPORARY MORATORIUM

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for Marijuana Retail Sale (which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use). The moratorium shall be in effect through November 30, 2018 or 6 months after the effective date of the Cannabis Control Commission regulations, whichever is greater. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

Town, consider the regulations of the Cannabis Control Commission regarding recreational Marijuana and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Marijuana Retail Sale, which includes dispensing, processing, and cultivation activities, and other related activities to the sale, storage and distribution of marijuana for non-medical use and the operation of a marijuana establishment for non-medical use.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared motion passes with a two-thirds vote in this room. Moderator declared motion passes by two-thirds vote in all rooms upstairs. The Moderator declared the motion passes.

Shawn Hanegan made the following motion and the motion was seconded.

Voted, that the Articles 7 and 8 be presented and discussed together but be voted upon separately.

Moderator declared motion passes in this room. Moderator declared motion passes.

The Moderator requested a recess for voters in the overflow rooms to come into the main auditorium since some of the voters were leaving after the marijuana bylaw votes.

Richard Daugherty of 49 Elm Street made the following motion:

Waive debate rules to allow a speaker to speak more than five minutes. The Moderator declared the motion failed.

Pamela Brown of 12 Sorens Way made the following motion:

I move that Article 7 be indefinitely postponed.

The Moderator declared the motion failed to receive the two-thirds vote.

Article 7 - Zoning Bylaw Amendment – Military Housing Reuse Overlay District

Shawn Hanegan made the following motion and the motion was seconded.

I move that the Town vote to approve the following amendments to the Zoning Bylaw pertaining to adoption of a new Section for Military Housing Reuse Overlay District:

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

Section 2.1 is hereby amended to include reference to Military Housing Reuse Overlay District.

A new Section 21 is hereby added to the Zoning Bylaw, as follows:

SECTION 21. MILITARY HOUSING REUSE OVERLAY DISTRICT

21.1 Purpose

The Military Housing Reuse Overlay District (MHR) is intended to promote development or redevelopment of a mix of residential uses to promote an active pedestrian environment, distinctive architecture that respects the context of the surrounding neighborhood, reduce demand for vehicle ownership and parking due to access to public transit, and provide broader housing opportunities within walking or biking distance to shopping, personal services, municipal facilities and services, and other activities of daily living.

21.2 Authority

The Planning Board shall be the special permitting authority for the projects permitted in accordance with this Military Housing Reuse Overlay District Section.

21.3 Special Permit Goals

The MHR District will provide for a greater mixture of housing types in the Town, at greater density than is otherwise permitted in Residential Districts, without a significant increase in Town-wide population density. The Planning Board shall consider whether the proposed site design, development layout, and types of dwelling units constitute a suitable alternative to the pattern of land development permitted in the residential district within which it is to be located. In approving or negotiating the Special Permit, the Planning Board shall consider, among other factors, the degree to which a proposal achieves the following goals:

- Increases the range of housing options for people of different income levels and ages, especially 55+.

- Enhances pedestrian and bicycle access by linking to abutting pathways, roads, and trails. Additionally, onsite layout, features, and amenities will emphasize pedestrian and bicycle access.

- Fosters and encourages social interaction and physical activity through the built environment.

- Includes best practice provisions for energy and environmental design for structures and orientation and low impact development (LID) practices for stormwater management.

- Incorporates coherent architecture and high quality architectural and landscaping design, and its massing respects the context of the surrounding neighborhood.

- Provides universal design elements related to senior friendly living in at least 30% of the dwelling units.

21.4 Permitted Uses

Only the following types of uses shall be permitted in a MHR Overlay District development. It is intended to permit multiple 1- and 2-family dwellings on a single parcel.

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

Single family dwellings

Two family dwellings

Community-amenity accessory structures and uses such as community building(s), covered parking, flag pole, fence, gazebo, patio, greenhouse, shed, sport court.

21.5 Performance Standards

21.5.1 Minimum Tract Size

A MHR Overlay District Development shall be permitted upon a tract consisting of one or more parcels of land, in common owner-ship, comprising at least 5 acres.

21.5.2 Permissible Density

Density of development shall not exceed 6 units per acre.

21.5.3 Lot Coverage and Floor Area Ratio

Building footprints shall not exceed 20% lot coverage, and the total square footage of all floor areas shall not exceed 35% floor area ratio.

21.5.4 Minimum Frontage

The overall tract shall have a minimum of 100 feet of frontage on a public way. Where individual lots are proposed, the minimum lot frontage shall be 40 feet.

21.5.5 Minimum Lot Size

Where individual lots are proposed, the minimum lot size within such developments is 4,000 square feet.

21.5.6 Setbacks and Yard Regulations for Buildings

In order to facilitate flexible design and a village atmosphere, buildings shall be constructed in accordance with the front, side and rear yard distances specified below:

Minimum Front Yard Depth – 10 feet.

Minimum Side Yard Width – 5 feet.

Minimum Rear Yard Depth – 5 feet.

The required front yard shall be measured from the nearest exterior line of the street right of way in question.

Where individual lots are not created, the minimum distance between buildings shall be 10 feet.

21.5.7 Maximum Height of Structures

The maximum height of structures shall be 26 feet and not more than 2 stories.

21.5.8 Buffer

Where the tract abuts an existing residential neighborhood, there shall be a 5' buffer consisting of vegetation and/or fencing to provide an element of screening between the proposed military housing reuse development and the existing residential neighborhood, except that pedestrian and

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

bicycle connections may be constructed through such buffer. The Planning Board may reduce this requirement where unique circumstances require consideration of alternatives and the Board finds such alternative to meet the intent of this provision.

21.5.9 Common Space

Common space consisting of green space, landscaping, and pedestrian amenities shall contribute to the village character of the development, link parcels and uses, and encourage walking. A minimum of 30% of the tract area shall be common space, and may consist of courtyards, sidewalks, sports courts, swimming pool, patios, stormwater management and other common unenclosed facilities which may involve hardscape features.

21.5.10 Pedestrian and Bicycle Amenities.

Developments shall be made pedestrian-friendly by use of amenities such as wide sidewalks/pathways, outdoor seating, and/or appropriate landscaping. Structures, parking, pathways and other pedestrian amenities shall be designed to maximize ease of pedestrian access. Bicycle features shall include bike racks and be designed to provide pathways connecting to any existing and proposed bicycle routes.

21.5.11 Affordable housing units

No less than 10 percent of the total number of units shall be affordable to households at or below 80 percent of the Area Median Income for the Boston Metropolitan Area as determined by the most recent calculation of the United States Department of Housing and Urban Development. The affordable units must be subject to use restrictions, deed restrictions, or other legally binding instruments to ensure that the units remain affordable and available in perpetuity exclusively to people with qualifying incomes. The units must be sold or rented on a fair and open basis, and subject to an approved affirmative fair housing marketing plan. Affordable units shall be developed under any State sanctioned affordable housing program that allows the housing to count toward the affordable housing requirements of Chapter 40B of the Massachusetts General Laws.

Affordable residential units shall have a Monitoring Agent named, who is responsible to ensure continued compliance with these provisions. The Town may require, for itself or its designee, an option to purchase or lease affordable units for rents, sale prices, or resale prices that are affordable to eligible households. The option shall apply to the initial and any subsequent sale or lease of affordable units.

In computing the number of required affordable units, fractions shall be rounded up.

21.5.12 Parking

Preexisting dwelling units shall be entitled to 2 parking spaces; new dwelling units shall have 1.5 parking spaces per dwelling unit, and these spaces may be garage or surface parking and may be tandem in arrangement. Any attached garage shall be recessed from the front face of the dwelling unit. The Planning Board may approve additional parking for guests, employees of any management entity, or users of public recreation facilities, open spaces and trails.

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

21.6 Design Standards

21.6.1 Quality of Architecture

The same quality of material and design shall be reflected on all sides of a dwelling and shall incorporate features to add visual interest while reducing the appearance of bulk or mass. Featureless walls (i.e. walls without fenestration, doors, and/or architectural details similar to the other dwelling faces) are prohibited.

Architectural design shall reflect modernized adaptations of recognized styles such as village vernacular, craftsman, bungalow, Victorian or Edwardian cottage. Contemporary designs complementary of Bedford's traditional architecture may be proposed if they are respectful of neighborhood scale and context and represent original architectural design.

21.6.2 Sustainable Building and Site Plan

New buildings shall incorporate best-practices in energy efficiency, environmental protection, and stormwater management.

Developments shall incorporate sustainable design features of Leadership in Energy and Environmental Design (LEED) criteria, as promulgated by the U.S. Green Building Council, or other recognized performance standard acceptable to the Planning Board.

Developments shall incorporate Low Impact Development site design components.

There shall be common space with walkways throughout. Housing shall be sited around a well-landscaped green(s) or courtyard(s) as organizing elements. The greens/courtyards shall be landscaped with trees, shrubs, and other plantings well suited to the site and surrounding vicinity as well as other landscape elements but also shall be fully accessible for use by residents.

21.7 Application

For proposals in the Military Housing Reuse Overlay District, an application for Special Permit shall be submitted with an associated Site Plan to the Planning Board. The applicant shall submit 10 copies of the application in such form as the Planning Board may require.

21.7.1 Development Statement

A development statement shall consist of a petition, a list of the parties in interest with respect to the land, a list of the development team and a written statement describing the major aspects of the proposed development.

21.7.2 Development Plans

A minimum of two (2) large format plan sets and ten (10) reduced size plan sets shall be submitted; reduced size plans may be 11 x 17 inch. Plans shall bear the seal of a Massachusetts Registered Architect, Registered Professional Engineer, Professional Licensed Surveyor or similar professional as appropriate and consisting of:

Site plans and specifications showing all site improvements and meeting the

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

requirements set forth for a Site Plan under section 7.5.

Existing Conditions Plan, including wetlands, watercourses, existing structures, rights of way, and specimen trees.

Existing Topography and Proposed Grading Plan

Site perspective or oblique view, floor plans, elevations at a scale of 1/8 inch = 1 foot.

Utility Plan, depicting existing and proposed water, sanitary sewer, drainage, electric and cable TV, and availability of natural gas service and probable location.

Landscaping Plan, identifying specimen trees to be saved, trees to be removed, proposed site plantings, existing or proposed fences and stone walls. Existing trees with a diameter of 18" or more shall not be removed except by prior approval of the Planning Board, and if removed with prior approval, shall be replaced with a minimum 3-1/2 inch caliper tree unless waived by the Planning Board.

A LEED Project Checklist (or comparable list if using other accepted criteria) documenting the sustainable design features that will be incorporated.

21.7.3 Technical Reports

Drainage calculations, unless waived by the Planning Board, meeting the criteria of the DPW Engineer.

Traffic report, unless waived by the Planning Board, predicting Average Daily Traffic and impacts in am and pm peak hour trip generation.

21.7.4 Additional information

As the Board may determine necessary to evaluate the proposal.

21.8 Planning Board Findings

A Special Permit shall be issued under this Section if the Planning Board finds that the development is in harmony with the purpose, and intent of this Section and that it provides for housing opportunities sufficiently advantageous to the Town to render it appropriate to depart from the requirements of the Bylaw otherwise applicable to the Residence District in which the development is located.

21.8.1 The site plan proposes an appropriate mix of dwelling units and supporting amenities, including consideration of how the plan addresses senior housing options and universal design in dwelling units.

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

21.8.2 Residential dwellings are less than 1,500 square feet of living area to provide modest size housing opportunities.

21.8.3 The massing and architecture of units respects the context of the neighborhood.

21.8.4 Access to pedestrian networks, bicycle trail, and/or public transit is readily available to future residents of the development.

21.8.5 Project design maximizes the opportunities for walking and bicycling.

21.8.6 Landscaping is adequate and comprised of species that are native, non-invasive, hardy for New England weather conditions and disease resistant.

21.8.7 Common space is adequate and well distributed in relation to the size of the development.

21.8.8 Water supply, sewage disposal and storm water drainage are adequate to serve the proposed development.

21.8.9 Vehicular access, emergency access and parking are adequate for the proposed density and placement of dwellings.

21.8.10 Sustainable design features have been adequately provided in the project design.

21.9 Amendments

After approval, the applicant or property owner may seek amendments to the approved plan. Minor amendments may be made by a majority vote of the Planning Board without a public hearing. It shall be a finding of the Planning Board, not subject to dispute by the applicant, whether a requested amendment is deemed to be major or minor. A major amendment shall require the filing of an application for amendment to the Special permit.

21.10 Implementation

A special permit shall lapse if substantial use thereof has not commenced within two years of the approval. Upon request of the applicant, the Planning Board may grant an extension of up to one year. Multiple extensions may be granted.

If occupancy of certain dwelling units is requested prior to completion of all site improvements, a performance guaranty may be required to secure the completion of the outstanding improvements in exchange for the release of completed phases of construction.

A condominium association, homeowners association, or similar entity shall be established to oversee maintenance of roadways, walkways, utilities, landscaped areas, and other common areas.

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared the motion fails.

Shawn Hanegan made the following motion:

Voted, that Article 8 is indefinitely postponed. The Moderator declared the motion passed with a two-thirds vote.

***Article 8 - Zoning Bylaw Amendment – Amendment to Bedford Zoning Map
Former Coast Guard Property off Pine Hill Road***

I move that the Town vote to amend the Bedford Zoning Map to incorporate the property on Pine Hill Road, Lewis Road and Michelson Lane, heretofore commonly referred to as the Coast Guard property, with mailing addresses of 33, 35, 37, 39 Pine Hill Road, 1, 2, 3, 4, 6 Lewis Road and 1, 2, 3, 4, 5, 6 Michelson Lane, consisting of 5.4 acres, to the Military Housing Reuse Overlay District pursuant to Section 21 of the Bedford Zoning Bylaws, said parcel owned by Pine Hill Crossing LLC, and identified on Assessors Map 45 as Parcel 1.

Margot Fleischman made a motion to adjourn Annual Town Meeting to tomorrow night in the High School Auditorium at 7:30 PM. The motion was seconded the Town Meeting adjourned at 11:20 PM.

SPECIAL TOWN MEETING - NOVEMBER 7, 2017

The Moderator called the Town Meeting to order. The Special Town Meeting convened at 7:35 p.m. in the Bedford High School Auditorium. A quorum of three hundred and fifty one registered voters was present. The Moderator welcomed back the voters. The Moderator introduced herself as “Cathy Cordes. The Moderator introduced Town Clerk Doreen Tremblay and Deputy Moderator Betsey Anderson. The tellers for the evening are: Marion Connarton, Peter Donahue, Cynthia Donahue, Kelly Craven, Michele Ferland and Jane Gallagher-Reid. The Moderator stated the seating locations for the Selectmen, Finance Committee, Capital Expenditures Committee, Town Manager, Town Counsel, Planning Board and School Committee. The Moderator announced non-voters are seated in the first two rows of seats near the tellers. The Moderator stated that the Town Meeting is the business meeting of the Town. Proper decorum must be maintained. No clapping or booing. We are all neighbors here. Voters have the best intentions of the Town. Guidelines for Civil Discourse are in the back of the warrant. Focus is on the issues not the individuals. The Moderator reviewed the rules of Town Meeting. A voter may not speak unless the Moderator recognizes them. The voter must stand at a microphone to be recognized. Microphones are numbered in the aisles.

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 6, 2017

The Moderator will call out the microphone number to recognize the speaker. Speak close to the microphone. The Moderator personally checked all microphones to ensure they were working. Name and address are required to speak. A voter may not speak more than twice in debate. Questions do not fall within the debate rules. Non-voters speak if they get the Town Meeting permission. Time limit debate rules must be respected. Time limits are ten minutes for presenters and five minutes for voters. Local cable is taping the meeting. Local cable will not tape during the hand counts. Last night's Town Meeting is available on Cable Access TV for viewing. If you still have the red hand count card from last night, your vote will not be counted. Obtain an orange card for voting at check-in for hand counts. If you do not have an orange card, please visit check-in to obtain one.

Shawn Hanegan made the following motion and the motion was seconded.

Voted, that the Articles 9 and 10 be presented and discussed together but be voted upon separately.

Moderator declared it passes unanimously.

Article 9 - Zoning Bylaw Amendment - Section 10 Nursing Care Facility

Tim Gray made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Zoning Bylaw pertaining to Nursing Care Facility:

Section 10.3.2 "Permissible Density" is hereby amended by deleting the phrase "eight and one-half persons per acre exclusive of land situated within Flood Plain / Wetland District" and substituting therefor "ten (10) persons per acre exclusive of land within the Common Open Space."

Section 10.3.3.1 "Principal Uses", subsection (d) pertaining to Independent Living Facilities is hereby amended by deleting "33%" and substituting therefor "50%."

Section 10.3.7 "Common Open Space" is hereby amended by deleting "50%" and substituting therefor "75%."

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared motion passes with two-thirds majority.

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 7, 2017

Article 10 - Zoning Bylaw

Designation of Nursing Care Facility

Tim Gray made the following motion and the motion was seconded.

Voted, that the Town approve the addition of 3 parcels of land, located at 56, 62, and 66 Old Billerica Road, pursuant to Section 14.8 of the Bedford Zoning Bylaws, to the Nursing Care Facility overlay provisions of Section 10 of the Bedford Zoning Bylaws, said parcels owned by Carleton-Willard Homes, Inc. and identified on Assessors Map 47 as Parcels 2, 4, and 5.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared motion passes.

Article 11 - Davis School Design & Construction Document Bond Authorization

Michael McAllister made the following motion and the motion was seconded.

Voted, that the Town appropriate \$990,000 to pay costs of the schematic design and improvements to the Davis Elementary School, costs of construction documents, and the payment of all other costs incidental and related thereto; that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow \$990,000 under G.L. c.44, §7(1) or any other enabling authority; and that the Selectmen are authorized to contract for and expend any federal, state or other aid for the project, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure Committee:	Recommended approval
School Committee:	Recommended approval

Moderator declared motion passes unanimously.

Article 12 - Bedford Woods Conservation Restriction Acquisition

Michael Rosenberg made the following motion and the motion was seconded.

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 7, 2017

Voted, that the Town authorize the Selectmen to acquire by gift, purchase or eminent domain a conservation restriction on the following described land for the purpose of creating a mitigation area required by the Massachusetts Department of Environmental Protection in connection with the construction of roadway improvements to the Middlesex Turnpike, the land in Bedford, Middlesex County, Massachusetts situated on the westerly side of the Middlesex Turnpike shown as Lots 3A and 4A on a plan entitled, "Exhibit 'B' Conservation Restriction Plan of Land in Bedford, MA Prepared for Town for Bedford" by Hancock Survey Associates, Inc. dated September 3, 2014; according to said plan Lots 3A and 4A together contain 6.1955+/- acres; and to raise and appropriate the sum of \$10,000 for the purpose and related acquisition costs of said conservation restriction.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

Article 13 - Grant of Easement - 13 School Avenue

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town authorize the Selectmen to negotiate and grant a permanent easement, not to exceed 18 feet in width, for a driveway to access the residential property at 13 School Avenue.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended disapproval

Moderator declared motion passes by two-thirds.

Article 14 - Infiltration/Inflow Work

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town appropriate \$118,273 for the construction, reconstruction, investigation and design of sewer infiltration/inflow improvements; that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow \$118,273 under G.L. c.44, §7 or any other enabling authority; that the Treasurer with the approval of the Selectmen is authorized to borrow all or a portion of such amount from the Massachusetts Water Resources Authority and to enter into a loan agreement and financial assistance agreement with such Authority in connection therewith; that the Selectmen are authorized to contract for and expend any federal, state or other aid for the project; and that the amount of the borrowing shall be reduced by any grants or aid received prior to the issuance of bonds or notes hereunder.

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 7, 2017

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

Article 15 - Community Preservation Surcharge Effective July 1, 2018

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town reconfirm a property tax surcharge of three percent (3%) of the taxes assessed annually on real property which shall be dedicated to the Community Preservation Fund, such surcharge to be imposed on taxes assessed for fiscal years beginning on or after July 1, 2018.

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

Moderator stated the vote for Article 16 is the same as the Finance budget article. Say "hold" to discuss any item. The vote will be taken on the items not held. The vote will be taken on the items held individually after discussion.

Shawn Hanegan presented the Community Preservation Budget Report.

A voter made the motion to move to the question for Article 16. The Moderator states this ends debate and requires a two-thirds vote. The Moderator declared the motion passes.

Jennifer Boles of 243 Concord Road made the following motion which was seconded:

I move Item 18-Application for Concord Road National Register Historic District for indefinite postponement.

The Moderator declared the motion failed.

Article 16 - Amend FY 2018 Community Preservation Budget

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town amend the Fiscal Year 2018 Community Preservation appropriations voted in Article 21 of the 2017 Annual Town Meeting utilizing FY2018 Community Preservation Funds by adding the following new appropriations:

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 7, 2017

Item 16 – Dog Park - \$25,000

Item 17 – Housing Strategic Study - \$20,000

Item 18 - Historic House Appraisal for Preservation Restriction - \$4,000

Item 19 - Application for Concord Road National Register Historic District - \$10,000

And further,

to amend a vote taken under said Article 21 appropriating the sum of \$3,000,000 for purchasing an affordable housing restriction at the housing development known as Bedford Village in the Town, by transferring the sum of \$942,148 from Affordable Housing Reserves and appropriating the sum of \$557,852 from FY2018 Community Preservation Available Funds for this purchase, with the remaining \$1,500,000 required for this appropriation being provided through the prior bond authorization for said purpose under said Article 21.

Recommendations:

Selectmen: Recommended approval

Finance Committee: Recommended approval

Community Preservation Comm.: Recommended approval

The Moderator announced the held items as 16, 18, and 19. Item 17-Housing Strategic Study and the funding for the affordable housing restriction passed unanimously. Item 16-Dog Park-the

Moderator declared the “I”s have it. Item 18-Application for Concord Road National Historic District-

Moderator declared the motion passes.

Article 17 - Rescind Remaining Unused Portion of 2018 Bond Authorization for Bedford Village Expiring Use Project

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town rescind \$1,500,000 of the \$3,000,000 bond authorization for purchasing an affordable housing restriction at the housing development known as Bedford Village in the Town under Article 21 of the 2017 Annual Town Meeting, as this borrowing is not needed for this project.

Recommendations:

Selectmen: Recommended approval

Finance Committee: Recommended approval

Moderator declared motion passes unanimously.

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 7, 2017

Point of order:

Voter asked why Sweetwater Avenue properties were removed. Carole Fedeles stated the property may be considered for School use. The Selectmen will plan a meeting with the School Committee to discuss the matter further.

Steven Hagan of 2 William Street made the following motion and the motion was seconded:

Voted, that the list as printed in the warrant be amended to remove the following properties:

Assessors Map Parcel Address

44	11	3 Pollard Inn Lane
44	12	5 Pollard Inn Lane
44	13	7 Pollard Inn Lane
44	14	9 Pollard Inn Lane
44	15	10A Pollard Inn Lane
44	18	8 Pollard Inn Lane
44	19	6 Pollard Inn Lane
44	20	1 Pollard Inn Lane
53	11	4 Pollard Inn Lane
53	12	2 Pollard Inn Lane

Moderator declared the motion passes.

Matthew J. Bowers of 4 Alcott Street made the following motion and the motion was seconded:

I move to remove the properties on Alcott Street and Bandera Drive.

The Moderator declared the motion fails.

Article 18 - Land Acquisition Fund

Caroline Fedeles made the following motion and the motion was seconded.

Voted, that the Town amend its Community Preservation Land Acquisition Fund as last amended under Article 20 at the 2014 Annual Town Meeting by substituting the real property specified for acquisition in said Article 20 with all or any portion of the following real property, except to remove the following parcels:

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 7, 2017

<u>Assessors Map</u>	<u>Parcel</u>	<u>Address</u>	<u>Acreage ±</u>
18	9	60 Sweetwater Avenue	1.34
18	12-2	74 Sweetwater Avenue	1.16
18	12-1	76 Sweetwater Avenue	1.54
18	15	88 Sweetwater Avenue	1.79
18	16	90 Sweetwater Avenue	1.06

<u>Assessors Map</u>	<u>Parcel</u>	<u>Address</u>
44	11	3 Pollard Inn Lane
44	12	5 Pollard Inn Lane
44	13	7 Pollard Inn Lane
44	14	9 Pollard Inn Lane
44	15	10A Pollard Inn Lane
44	18	8 Pollard Inn Lane
44	19	6 Pollard Inn Lane
44	20	1 Pollard Inn Lane
53	11	4 Pollard Inn Lane
53	12	2 Pollard Inn Lane

And further together with any buildings that may be thereon consisting of the acres, more or less, of land above or below water or both together with all flowage and other rights and easements which may exist and subject to all well rights and easements which may exist, as follows:

<u>Assessors Map</u>	<u>Parcel</u>	<u>Address</u>	<u>Acreage ±</u>
59	82	36 Riverside Avenue	0.97
51	30	145 Davis Road	15.00
11	25	466 Old Billerica Road	21.10
11	24	40 Cot Hill Road	7.50
11	3	50 Cot Hill Road	6.50
25	8	7A Old Causeway Road	7.90
25	6	100 Old Causeway Road	12.80
25	7	9 Old Causeway Road	47.30
25	2	10 Old Causeway Road	10.70
9	7A	18 Chelmsford Road	11.95
44	57	97A North Road	15.21
52	11A	10 Battleflag Road	2.17

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 7, 2017

<u>Assessors Map</u>	<u>Parcel</u>	<u>Address</u>	<u>Acreage ±</u>
19	69	1 Alcott Street	0.96
19	68	3 Alcott Street	0.94
19	67	5 Alcott Street	1.08
19	66	7 Alcott Street	1.02
19	63	6 Alcott Street	1.10
19	64	8 Alcott Street	0.92
19	75	11A Bandera Drive	6.62
2	1	32 Chelmsford Road	3.92
53	35-1	12 The Great Road	0.76
53	35-2	16 The Great Road	0.69
63	104	55 Loomis Street	0.17
63	102	59 Loomis Street	0.33
54	155	49 Elm Street	0.93
9	54-B	361 North Road	2.30

And further to appropriate \$200,000 to be raised from the tax levy and appropriate \$350,000 of FY2018 Community Preservation Available Funds for community preservation purposes.

And further to authorize the Selectmen, or the Conservation Commission with the permission of the Selectmen under Section 8C of MGL Chapter 40, as amended, (after consultation with the Community Preservation Committee in either event) to use said sum to purchase any portion of such real property for open space, recreational use, affordable housing or historic preservation, or any combination of such purposes, or provide for incidental expenses related to such purchase or purchases; provided that, pursuant to Section 12 of Chapter 267 of the Acts of 2000, any land purchased with said funds will be bound by a permanent deed restriction limiting the use of the land to the purpose for which it was acquired; and further, that the Selectmen and the Conservation Commission are authorized to enter into all agreements as may be necessary to acquire such land to take any other action necessary to carry out this project.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure Committee:	No position
Community Preservation Committee:	No position

Moderator declared motion passes by two-thirds vote.

Margot Fleischman made the following motion and the motion was seconded.

Voted, to waive Debate Rule C to finish Town Meeting. The Moderator declared the motion passed.

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 7, 2017

Article 19 - Amend FY 2018 Operating Budgets

Benjamin Thomas made the following motion and the motion was seconded.

Voted, that the Town amend the sums appropriated under Article 25 of the 2017 Annual Town Meeting, Operating Budget - Fiscal Year 2018, beginning July 1, 2017, to be raised in the tax levy unless otherwise specified, by amending the following specified accounts with the following revised amounts:

Account #1300 – Finance Department

Amend so as to decrease the total appropriation by \$540,000 and so as to eliminate the Abatement Interest segregation of \$550,000 for a revised total appropriation amount of \$1,032,916.

Account #1303 – Insurance & Benefits

Amend so as to decrease the total appropriation by \$54,404 for a revised total appropriation of \$11,642,239.

Account #1303 – Principal and Interest

Amend so as to decrease the total appropriation by \$40,864, for a revised total appropriation amount of \$7,730,821.

Further amend so as to decrease the non-exempt interest segregation by \$40,864 for a revised total of \$804,062.

Account #4000 – Public Works

Amend so as to increase the total appropriation by \$43,642 for a revised total appropriation amount of \$12,063,097.

Further amend so as to decrease the transfer from the Sewer Fund by \$15,087 for a revised total transfer from the Sewer Fund of \$3,488,153.

Amend so as to increase the MWRA segregation by \$43,642 for a revised segregation amount of \$3,546,882.

Account #3001 – Vocational Education

Amend so as to decrease the total appropriation by \$40,000 for a revised total appropriation of \$505,000.

And further amend said Article 25 in order to fund the provisions of a Collective Bargaining Agreement between the Town of Bedford and the Bedford Police Officers Association commencing July 1, 2017, by transferring the sum of \$27,343 from Account #1220 Selectmen, for a revised appropriation of \$683,096, to Account #2010 Police Department for a revised appropriation of \$3,770,787 with a revised Salaries segregation of \$3,599,365.

TOWN CLERK AND ELECTIONS

SPECIAL TOWN MEETING - NOVEMBER 7, 2017

Recommendations:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passed.

Article 20 - Bills of Prior Year

Edward Pierce made the following motion and the motion was seconded.

Voted, that the Town raise and appropriate \$95,147.12 to pay for an outstanding monthly invoice from Fiscal Year 2016 in the amount of \$95,147.12 that is owed to the Town of Lexington for the purchase of MWRA water.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

Article 21 - Revisions to Other Post-Employment Benefits Liability Trust Fund

Edward Pierce made the following motion and the motion was seconded.

Voted, that the Town hereby accepts the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws, as amended by Chapter 218, Section 15 of the Acts of 2016 (the "Act"), and that the provisions of that statute shall apply to the Town's existing Other Post-Employment Benefits Liability Trust Fund (the "OPEB Fund"); further, that, in accordance with the Act, the Town hereby designates the Finance Director, Treasurer/Collector of the Town to serve as Custodian of the OPEB Fund (the "Custodian"); further, that the following person be designated as Trustee of the OPEB Fund.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

Margot Fleischman made a motion to adjourn Special Town Meeting sine die. The motion was seconded the Town Meeting adjourned at 11:17 PM.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN CAUCUS - JANUARY 9, 2018

Lois Chase, *Secretary of the Caucus*

Town Clerk Doreen Tremblay called the Town Caucus to order at 7:04 P.M. A quorum of forty-one voters was present.

Nominations for Chairperson of the Caucus took place, and Michael Rosenberg was elected Chairperson by a unanimous vote.

Chairperson Rosenberg explained the basic rules of the Caucus. The quorum is twenty-five voters. Rules are in compliance with MGL Chapter 53 Section 121.

The Chairperson asked for nominations for Secretary of the Caucus. Lois Chase was unanimously voted Secretary of the Caucus.

The Chairperson reviewed the open positions. Chairperson Rosenberg explained the procedures to follow in nominating candidate(s) to each open public office. The Chairperson reminded the audience that attendance is required at the Caucus for Caucus nomination. The upcoming election is March 10, 2018. The Caucus nominees must sign the acceptance form with the Town Clerk.

Having heard the proposed rules of procedure for the 2018 Caucus, a motion was made and seconded to adopt all rules of procedure. The Chairperson declared the procedures adopted.

Town Clerk Doreen Tremblay explained the campaign finance laws.

Nominations began:

ASSESSORS - 1 VACANCY – ONE - 3 YEAR TERM

INCUMBENT NOMINATION: RONALD M. CORDES - 3 EFFREY CIRCLE

Nominators: John C. Linz – 2 Jeffery Cir.; Steven R. Hagan – 2 William St.;

No further nominations, **Ronald M. Cordes** nomination was accepted and approved.

BOARD OF HEALTH - 2 VACANCIES- TWO – 3 -YEAR TERMS

INCUMBENT NOMINATION: ANITA RAJ – 4 WILDWOOD DRIVE

Nominators: Beatrice A. Brunkhorst – 135 Page Rd.; Caroline Fedele – 157 Bagley Ave.

No further nominations, **Anita Raj** nomination was accepted and approved.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN CAUCUS - JANUARY 9, 2018

BOARD OF HEALTH - 1 VACANCY - ONE THREE-YEAR TERM

No nominations for this vacancy.

HOUSING AUTHORITY - 1 VACANCY - ONE - 5 -YEAR TERM

NOMINATION: ELLIS KRIESBERG -49 WINTERBERRY WAY

Nominators: Jane M. Puffer – 235 Great Rd; Daniel D. Puffer – 235 Great Rd;

No further nominations, **Ellis Kriesberg** nomination was accepted and approved.

HOUSING AUTHORITY - 1 VACANCY - ONE - 1 -YEAR TERM

No nominations for this vacancy.

LIBRARY TRUSTEES - 2 VACANCIES - TWO 3-YEAR TERMS

INCUMBENT NOMINATION: MICHAEL A. PULIZZI - 10 EVANS AVENUE

Nominators: Robert L. Batt – 338 South Rd.; Daniel Hartley Brosgol – 57 Loomis St.

No further nominations, **Michael A. Pulizzi** nomination was accepted and approved.

LIBRARY TRUSTEES - 1 VACANCY - ONE THREE-YEAR TERM

No nominations for this vacancy.

PLANNING BOARD - 1 VACANCY - ONE - 3 -YEAR TERM

INCUMBENT NOMINATION: JEFFREY M. COHEN - 17 HOULTON STREET

Nominators: Benjamin J. Thomas III – 2 Appletree Ln.; Amy Faith Lloyd –45R South Rd.

No further nominations, **Jeffrey M. Cohen** nomination was accepted and approved.

REGIONAL SCHOOL COMMITTEE - ONE VACANCY - ONE 3-YEAR TERM

INCUMBENT NOMINATION: GLENN MCINTYRE - 135 PAGE ROAD

Nominators: Beatrice A. Brunkhorst – 135 Page Rd.; Margot R. Fleischman – 145 Page Rd.

No further nominations, **Glenn McIntyre** nomination was accepted and approved.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN CAUCUS - JANUARY 9, 2018

SCHOOL COMMITTEE - 1 VACANCY – ONE - 3 -YEAR TERM

INCUMBENT NOMINATION: DANIEL HARTLEY BROSGOL – 57 LOOMIS STREET

Nominators: Elizabeth A. Brosgol – 57 Loomis St.; Emily J. Mitchell – 4 Heritage Dr.

No further nominations, **Daniel Hartley Brosgol** nomination was accepted and approved.

SELECTMEN - 1 VACANCY – ONE – 3 -YEAR TERM

INCUMBENT NOMINATION: MARGOT R. FLEISCHMAN - 145 PAGE ROAD

Nominators: Emily J. Mitchell – 4 Heritage Dr.; Caroline Fedele – 157 Bagley Ave.

No further nominations, **Margot R. Fleischman** nomination was accepted and approved.

The Chairperson recapped the open positions: One – Three Year term for the Board of Health, One – One Year term for the Housing Authority, One - Three Year term as Library Trustee.

The Chairperson sated a petition may be obtained from the Town Clerk by January 19, 2018. Only fifty signatures are needed. The papers must be returned by January 22, 2018. There is still time.

The 2018 Town Caucus adjourned at 8:04 P.M.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

The Moderator called the 2018 Annual Town Meeting to order. The Annual Town Meeting convened at 7:34 p.m. in the Bedford High School Auditorium. A quorum of four hundred and twenty-eight registered voters was present. The Town Clerk read the return of service. The Bedford Minutemen posted the colors. The Moderator thanked the Minutemen for opening our Town Meeting. The Moderator thanked the voters present tonight. The Moderator stated we have real work to do together tonight. The Moderator stated the Town Meeting is the legislative branch of the Town. What Bedford voters do tonight will make a difference to all the people Bedford. The Moderator announced the special guests for the evening are the Cub Scouts and the Brownies Troop 69034. The Moderator said "Welcome to Town Meeting". For voters new to Town Meeting, the Moderator announced that her name is "Cathy Cordes" and the Town Clerk is "Doreen Tremblay." She also introduced the Town officials sitting at the base of the stage and in the audience as the Selectmen, Finance Committee, Town Counsel, Town Manager, and School Committee, Superintendent of Schools, Capital Expenditure Committee, department heads and other Town officials.

The Moderator stated Town Meeting is the annual business meeting of the Town. Proper decorum must be maintained. The Moderator reviewed the rules of the Town Meeting. A voter may not speak unless the Moderator recognizes them. The voter must stand at the microphone. The microphones are numbered. The numbers have nothing to do with precincts. Voters will be recognized by microphone number. Name and address are required before speaking. A voter may not speak more than twice in debate without permission from the Moderator except to correct a statement. Questions do not fall under the debate rules. Time limits imposed by the debate rules must be respected. Questions must be directed through the Moderator. You are encouraged to ask questions or state your position on the motion presented. This is not a debate. Debate must be kept within the scope of the motion. Amendments must be in writing for the Moderator and Town Clerk. There is no clapping and booing. Local cable is taping the discussion during the meeting. There will be no taping during votes. Please pull out the cell phone and turn off the ringer. If you need to use the phone, leave the hall to talk. You received a colored card at check-in for hand counts. If you did not receive a card, please return to the hall to get one. Do not tear the card in half to share with another voter. Neither vote will count.

The Moderator appointed Betsey Anderson as Deputy Moderator. The Moderator asked Town Meeting to ratify her appointment of Betsey Anderson as the Deputy Moderator. The Town Clerk swore in the Deputy Moderator. The Moderator stated thank you again Miss Anderson for serving in this position.

The Moderator stated she is trying to make Town Meeting more available, accessible and attractive to Bedford voters. The warrant and article presentations are available on the web site. The presentations may be downloaded to your device. Bring the device to Town Meeting for easy viewing. The Guidelines for Town Meeting presentations are being used to make presentations more visible to those in the Auditorium. The Moderator asked for feedback on Town Meeting from voters.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

The tellers for the evening are: Lois Chase, Rosemary Dyer, Janet Schimelfengy and Susan Swanson.

On page fifty-two of the warrant, the rules of civil discourse are published. The Moderator encouraged the voters to share their comments and suggestions as active members of Town Meeting. The Moderator asked voters to do so in a respectful fashion. Speak to the issues not the individuals. Speak for yourself and not others. Democracy can be a civil encounter and effective means of governing as long as we are civil.

William Moonan read the memorial resolutions for Annual Town Meeting 2018

Memorial Resolutions-2018

Whereas, since the Annual Town Meeting of 2017, employees, officers and committee members of the Town have passed away, having performed their duties faithfully, dedicating their time and skills to benefit the residents of Bedford, and

Whereas, we gratefully recognize their public service to Bedford's citizens,

Now therefore be it resolved that we, the people of Bedford, assembled here in Annual Town Meeting on March 26, 2018, mourn their passing and extend sincere sympathy to the families of:

Name	Position and Years Served
Ita Baird	Honor Roll Committee 1971, COA Employee 1997-2014
Donald Barron	Art Teacher 1958-1968, Art Director 1968-1994
Josephine Bush	Election Officer 1977-1992, Public Ceremonies 1975-1982
Debra Champagne	Town Accountant 2007-2017
Anthony Correia	Plans Coordination Committee 1976
Paul Corrieri	Engineer Technician 1987-2004
Constance Donovan	Historic District Committee 1964-1975
Donald Eunson	Police Officer 1953-1960, Chief of Police 1960-1993
Myron Gural	Recreation Commission 1977-1980
Dorothy Janek	Election Worker 2007-2010
James King	East Bedford Industrial Sewer District 1983-2007, Facilities Use Committee 1984-1986, Mental Health Board 1977-1979, North Road School Building Committee 1963-1966, Regional Vocational School Study Committee 1964-1965, School Committee 1965-1970, Sketch Plans-North Road School 1962-1963, Zoning Board of Appeals 1979-1981

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

Daniel Lehan	Collective Bargaining 1968, Recreation Commission 1969-1975, Use of Excess VA Land 1972-1973, Wood, Bark & Manure 1992, Personnel Board 1965-1967
Louise Maglione	Selectmen 1975-1982, Zoning Board of Appeals 2005-2009, Hanscom Field Community Council 1975-1982, Alcohol & Drug Abuse Committee 1984-1987, Board of Standards 1978-1980, Capital Expenditures Committee 1976, Conservation Commission 1972-1973, Facilities Use Committee 1984-1986, Citizen of the Year 1984
Daniel Oblas	Board of Health 1980-1993, Fence Viewer 1980
Walter Powers	High School English Teacher 1966-1994
John Rudd III	Capital Expenditures Committee 1999-2001
Edward Stickney	Library Custodian and Volunteer 1981-2005
Jean Sutkus	COA 1987-1993, Election Officer 1999-2006
Caleb Warner	Zoning Board of Appeals 2002-2004, Bedford Community Access Television 2004-2006, Conservation Commission 2002
Louise Weber	Council on Aging Department Assistant 2015-2017, Senior Employment Worker 2010-2018
Christopher Weisz	Historic District Committee 2015-2017, ad hoc Historical Museum Study Committee; Cable Television Committee 2016-2017, Historic District 2014-2017

And be it further resolved that this Resolution be inscribed in the permanent record of this meeting, and notification thereof sent to members of their families.

The Moderator stated detailed reports by the Finance Committee and Capital Expenditures are in the front of the Town Meeting warrant.

Reports will be presented during Town Meeting by the Volunteer Coordinating Committee, the Finance Committee, Municipal Affordable Housing Trust, the School Committee, Community Preservation Committee and the Board of Assessors.

The Moderator announced there are plenty of seas in the front. The vote will not be counted if you are standing.

Joseph Piantedosi of the Volunteer Coordinating Committee presented the report.

Ben Thomas of the Finance Committee presented the report.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

Article 2

Debate Rules

William Moonan made the following motion and the motion was seconded.

Voted, that the Town adopt the following procedure for the current Annual Town Meeting:

- A. A speaker presenting an article or amendment to an article shall be limited to ten (10) minutes;
- B. Other speakers shall be limited to five (5) minutes;
- C. No article shall be presented after 10:45 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C;

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes with two-thirds vote.

Article 3

Consent Article

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Town:

- A. Authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 2018 in accordance with the provisions of M.G.L., Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of M.G.L., Chapter 44, Section 17, as may be appropriate;
- B. Raise and appropriate the sum of \$70,000 for an audit of Fiscal Year 2018 and related services;
- C. Accept the provisions of Chapter 184, Section 51 of the Acts of 2002, amending Massachusetts General Laws, Chapter 59, Section 5 (41C) as provided therein concerning a tax exemption of \$500.00 for the elderly so as to increase the gross receipts limitations to \$20,000.00 for a single person and \$30,000.00 for married persons and so as to increase the whole estate limitations to \$40,000.00 for a single person and \$55,000.00 for married persons, and further to increase the amount of property tax exemption granted to persons who qualify for said exemption under said Section 5 (41C) by 100% to \$1,000.00, effective in the Fiscal Year 2019;
- D. Accept the provisions of Chapter 73, Section 4 thereof of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988 so as to act under the aforesaid statute to increase the

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

amount of property tax exemptions by 100% for persons who qualify for said exemptions under clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, and 37A of Section 5 of Chapter 59 of the General Laws, said increase to be 100% above the minimum exemption amounts otherwise provided in the aforementioned clauses of Section 5 of Chapter 59 of the General Laws, effective in the Fiscal Year 2019;

- E. Authorize the Selectmen, during Fiscal Year 2019, to accept any and all easements for sidewalks, trails, drainage, or other utility purposes, as they may deem in the Town's best interests;

RECOMMENDATIONS

Selectmen: Recommended approval

Finance Committee: Recommended approval

Moderator declared motion passes unanimously.

Article 4

Bills of Prior Year

Caroline Fedele made the following motion and the motion was seconded.

Voted, indefinite postponement of Article 4.

RECOMMENDATIONS

Selectmen: No position

Finance Committee: No position

The Moderator stated the motion requires a two-thirds vote. Moderator declared motion passes unanimously.

Article 5

Revolving Funds Expenditure Limits

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town set Fiscal Year 2019 total expenditure limitations for the Revolving Funds authorized under Article 13, Section 4 of the General Bylaws of the Town:

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

Revolving Fund	Not to Exceed Expenditure Limit
Board of Library Trustees Revolving Fund	\$25,000
Conservation Commission Revolving Fund	\$100,000
Depot Park Revolving Fund	\$100,000
Old Town Hall and Town Center Revolving Fund	\$150,000
Department of Public Works Refuse and Recycling Revolving Fund	\$100,000
Facilities Department Energy Revolving Fund	\$100,000
Board of Health Revolving Fund	\$35,000

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator declared motion passes unanimously.

Mark Siegenthaler gave a report for the Municipal Affordable Housing Trust.

Shawn Hanegan made the following motion and the motion was seconded.

Voted, that Articles 6 and 7 be presented and discussed together but be voted upon separately.

Moderator declared motion passes with two-thirds majority.

The Moderator asked voters to raise their hand if there was an open seat near them. Moderator stated the voter cannot vote if they are standing. Please find a seat.

Article 6

Zoning Bylaw Amendment – Pine Hill Overlay District

Shawn Hanegan made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Zoning Bylaw pertaining to adoption of a new Section for a Pine Hill Overlay District:

Section 2.1 is hereby amended to include reference to Pine Hill Overlay District

A new Section 21 is hereby added to the Zoning Bylaw, as follows:

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

SECTION 21. PINE HILL OVERLAY DISTRICT

21.1 Purpose

The Pine Hill Overlay District (PH) is intended to promote development or redevelopment of a mix of residential uses to promote an active pedestrian environment, distinctive architecture that respects the context of the surrounding neighborhood, reduce demand for vehicle ownership and parking due to access to public transit and bicycle trails, and provide broader housing opportunities within walking or biking distance to shopping, personal services, municipal facilities and services, and other activities of daily living.

21.2 Authority

The Planning Board shall be the special permitting authority for the projects permitted in accordance with this Pine Hill Overlay District Section.

21.3 Special Permit Goals

The PH Overlay District will provide for a greater mixture of housing types in the Town, at greater density than is otherwise permitted in Residential Districts. The Planning Board shall consider whether the proposed site design, development layout, and types of dwelling units constitute a suitable alternative to the pattern of land development permitted in the residential district within which it is to be located.

In approving or negotiating the Special Permit, the Planning Board shall consider, among other factors, the degree to which a proposal achieves the following goals:

- Increases the range of housing options for people of different income levels, disabilities, and ages, especially 55+.
- Enhances pedestrian and bicycle access by linking to abutting pathways, roads, and trails. Additionally, onsite layout, features, and amenities will emphasize pedestrian and bicycle access.
- Fosters and encourages social interaction and physical activity through the built environment.
- Includes best practice provisions for energy and environmental design for structures and orientation and low impact development (LID) practices for stormwater management.
- Incorporates coherent architecture and high quality architectural and landscaping design, and its massing respects the context of the surrounding neighborhood.
- Provides universal design elements related to senior friendly living in at least 30% of the dwelling units and disability friendly living in all units.

21.4 Permitted Uses

Only the following types of uses shall be permitted in a PH Overlay District development. It is

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

intended to permit multiple 1- and 2-family dwellings on a single parcel.

Single family dwellings

Two family dwellings

Accessible community-amenity accessory structures and uses such as community building(s), covered parking, flag pole, fence, gazebo, patio, greenhouse, shed, sport court.

21.5 Performance Standards

21.5.1 Minimum Tract Size

A PH Overlay District Development shall be permitted upon a tract consisting of one or more parcels of land, in common owner-ship, comprising at least 5 acres.

21.5.2 Permissible Density

Density of development shall not exceed 6 units per acre.

21.5.3 Tract Coverage and Floor Area Ratio

Building footprints shall not exceed 20% tract coverage, and the total square footage of all floor areas shall not exceed 35% floor area ratio.

21.5.4 Maximize dwelling footprint

Residential dwellings shall be less than 1,500 square feet of living area to provide modest size housing opportunities.

21.5.5 Minimum Frontage

The overall tract shall have a minimum of 100 feet of frontage on a public way.

21.5.6 Setbacks

Minimum Front Yard depth 20 feet

Minimum Side Yard Width 15 feet

Minimum Rear Yard Depth 15 feet

21.5.7 Distance between buildings and structures

The minimum distance between buildings shall be 10 feet.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

21.5.8 Maximum Height of Structures

The maximum height of structures shall be 26 feet and not more than 2 stories.

21.5.9 Common Space

Accessible common space consisting of green space, landscaping, and pedestrian amenities shall contribute to the village character of the development, link uses, and encourage walking. A minimum of 30% of the tract area shall be common space, and may consist of courtyards, sidewalks, sports courts, swimming pool, patios, stormwater management and other common unenclosed facilities which may involve hardscape features.

21.5.10 Pedestrian and Bicycle Amenities.

Developments shall be made pedestrian-friendly by use of amenities such as wide sidewalks/pathways, outdoor seating, and/or appropriate landscaping. Structures, parking, pathways and other pedestrian amenities shall be accessible by people with disabilities and designed to maximize ease of pedestrian access. Bicycle features shall include bike racks and be designed to provide pathways connecting to any existing and proposed bicycle routes.

21.5.11 Affordable housing units

No less than 10 percent of the total number of units shall be affordable to households at or below 80 percent of the Area Median Income for the Boston Metropolitan Area as determined by the most recent calculation of the United States Department of Housing and Urban Development. The affordable units must be subject to use restrictions, deed restrictions, or other legally binding instruments to ensure that the units remain affordable and available in perpetuity exclusively to people with qualifying incomes. The units must be sold or rented on a fair and open basis, and subject to an approved affirmative fair housing marketing plan. Affordable units shall be developed under any State sanctioned affordable housing program that allows the housing to count toward the affordable housing requirements of Chapter 40B of the Massachusetts General Laws.

Affordable residential units shall have a Monitoring Agent named, who is responsible to ensure continued compliance with these provisions. The Town may require, for itself or its designee, an option to purchase or lease affordable units for rents, sale prices, or resale prices that are affordable to eligible households. The option shall apply to the initial and any subsequent sale or lease of affordable units.

In computing the number of required affordable units, fractions shall be rounded up.

21.5.12 Parking

Preexisting dwelling units shall be entitled to 2 parking spaces; new dwelling units shall have 1.5 parking spaces per dwelling unit, and these spaces may be garage, carport, or surface parking and

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

may be tandem in arrangement. Any attached garage shall not extend farther than the front face of the dwelling unit. The Planning Board may approve additional parking for guests, employees of any management entity, or users of public recreation facilities, open spaces and trails. Units designed to meet ADA standards shall have parking spaces sufficient to allow van parking.

21.6 Design Standards

21.6.1 Quality of Architecture

The same quality of material and design shall be reflected on all sides of a dwelling and shall incorporate features to add visual interest while reducing the appearance of bulk or mass. Featureless walls (i.e. walls without fenestration, doors, and/or architectural details similar to the other dwelling faces) are prohibited.

Architectural design shall reflect modernized adaptations of recognized styles such as village vernacular, craftsman, bungalow, Victorian or Edwardian cottage. Contemporary designs complementary of Bedford's traditional architecture may be proposed if they are respectful of neighborhood scale and context and represent original architectural design.

21.6.2 Sustainable Building and Site Plan

New buildings shall incorporate best-practices in energy efficiency, environmental protection, and stormwater management.

Developments shall incorporate sustainable design features of Leadership in Energy and Environmental Design (LEED) criteria, as promulgated by the U.S. Green Building Council, or other recognized performance standard acceptable to the Planning Board.

Developments shall incorporate Low Impact Development site design components.

There shall be common space with walkways throughout. Housing shall be sited around a well-landscaped green(s) or courtyard(s) as organizing elements. The greens/courtyards shall be landscaped with trees, shrubs, and other plantings well suited to the site and surrounding vicinity as well as other landscape elements but also shall be fully accessible for use by residents.

21.6.3 Accessibility of Design

All newly constructed dwelling units shall include features that permit future residents to modify them to meet accessibility needs. Such features include but are not limited to: infrastructure in bathrooms to accommodate installation of grab bars around toilets and tubs/showers; clear width of all door openings that are a minimum of 32 inches and a maximum of 48 inches; limited use of thresholds. Units constructed or renovated specifically to be fully accessible shall meet ADA standards for accessible design. Accessibility features over and above what is required by this paragraph can be required as a part of the Special Permit process at the discretion of the Planning Board.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

21.7 Application

For proposals in the Pine Hill Overlay District, an application for Special Permit shall be submitted with an associated Site Plan to the Planning Board. The applicant shall submit 10 copies of the application in such form as the Planning Board may require.

21.7.1 Development Statement

A development statement shall consist of a petition, a list of the parties in interest with respect to the land, a list of the development team and a written statement describing the major aspects of the proposed development.

21.7.2 Development Plans

A minimum of two (2) large format plan sets and ten (10) reduced size plan sets shall be submitted; reduced size plans may be 11 x 17 inch. Plans shall bear the seal of a Massachusetts Registered Architect, Registered Professional Engineer, Professional Licensed Surveyor or similar professional as appropriate and consisting of:

- A.) Site plans and specifications showing all site improvements and meeting the requirements set forth for a Site Plan under section 7.5.
- B.) Existing Conditions Plan, including wetlands, watercourses, existing structures, rights of way, and specimen trees.
- C.) Existing Topography and Proposed Grading Plan
- D.) Site perspective or oblique view, floor plans, elevations at a scale of 1/8 inch = 1 foot.
- E.) Utility Plan, depicting existing and proposed water, sanitary sewer, drainage, electric and cable TV, and availability of natural gas service and probable location.
- F.) Landscaping Plan, identifying specimen trees to be saved, trees to be removed, proposed site plantings, existing or proposed fences and stone walls. Existing trees with a diameter of 18" or more shall not be removed except by prior approval of the Planning Board, and if removed with prior approval, shall be replaced with a minimum 3-1/2 inch caliper tree unless waived by the Planning Board.
- G.) A LEED Project Checklist (or comparable list if using other accepted criteria) documenting the sustainable design features that will be incorporated.
- H.) An accessibility checklist or table identifying the accessibility features included in each specific unit.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

21.7.3 Technical Reports

A.) Drainage calculations, unless waived by the Planning Board, meeting the criteria of the DPW Engineer.

B.) Traffic report, unless waived by the Planning Board, predicting Average Daily Traffic and impacts in am and pm peak hour trip generation.

21.7.4 Additional information

The Planning Board may require such additional information as is necessary to evaluate the proposal.

21.8 Planning Board Findings

A Special Permit shall be issued under this Section if the Planning Board finds that the development is in harmony with the purpose, and intent of this Section and that it provides for housing opportunities sufficiently advantageous to the Town to render it appropriate to depart from the requirements of the Bylaw otherwise applicable to the Residence District in which the development is located.

21.8.1 The site plan proposes an appropriate mix of dwelling units and supporting amenities, including consideration of how the plan addresses senior housing options, disability access options, and universal design in dwelling units.

21.8.2 The massing and architecture of units respects the context of the neighborhood.

21.8.3 Access to pedestrian networks, bicycle trail, and/or public transit is readily available to future residents of the development.

21.8.4 Project design maximizes the opportunities for walking and bicycling.

21.8.5 Landscaping is adequate and comprised of species that are native, non-invasive, hardy for New England weather conditions and disease resistant.

21.8.6 Common space is adequate, accessible, and well distributed in relation to the size of the development.

21.8.7 Water supply, sewage disposal and storm water drainage are adequate to serve the proposed development.

21.8.8 Vehicular access, emergency access and parking are adequate for the proposed density and placement of dwellings.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

21.8.9 Sustainable design features have been adequately provided in the project design.

21.9 Amendments

After approval, the applicant or property owner may seek amendments to the approved plan. Minor amendments may be made by a majority vote of the Planning Board without a public hearing. It shall be a finding of the Planning Board, not subject to dispute by the applicant, whether a requested amendment is deemed to be major or minor. A major amendment shall require the filing of an application for amendment to the Special permit.

21.10 Implementation

A special permit shall lapse if substantial use thereof has not commenced within two years of the approval. Upon request of the applicant, the Planning Board may grant an extension of up to one year. Multiple extensions may be granted.

If occupancy of certain dwelling units is requested prior to completion of all site improvements, a performance guaranty may be required to secure the completion of the outstanding improvements in exchange for the release of completed phases of construction.

A condominium association, homeowners association, or similar entity shall be established to oversee maintenance of roadways, walkways, utilities, landscaped areas, and other common areas.

RECOMMENDATIONS:

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Unanimously recommended approval
Council on Aging:	Recommended approval
Bedford Housing Partnership	Recommended approval
Transportation Advisory Committee:	Recommended approval

Moderator declared two-thirds majority has it and the motion passes. Seven voters requested a hand count. The Moderator declared the motion passes with two-thirds majority (Yes-298, No-53).

Article 7

Zoning Bylaw Amendment – Amendment to Bedford Zoning Map – Pine Hill Overlay District

Shawn Hanegan made the following motion and the motion was seconded.

Voted, that the Town amend the Bedford Zoning Map to incorporate the property on Pine Hill Road, Lewis Road and Michelson Lane, heretofore commonly referred to as the Coast Guard property, with mailing addresses of 33, 35, 37, 39 Pine Hill Road, 1, 2, 3, 4, 6 Lewis Road and 1, 2, 3, 4, 5, 6 Michelson Lane, consisting of 5.2 acres, to the Pine Hill Overlay District pursuant to

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

Section 21 of the Bedford Zoning Bylaws, said parcel owned by Pine Hill Crossing LLC, and identified on Assessors Map 45 as Parcel 1.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Unanimously recommended approval
Council on Aging:	Recommended approval
Bedford Housing Partnership	Recommended approval
Transportation Advisory Committee:	Recommended approval

Moderator declared motion passes with a two-thirds majority.

The Moderator verified with Town Counsel that the amendments make the bylaw less restrictive.

Lee Yates of 37 Shawsheen Road made the following motion and the motion was seconded.

I move to amend the motion of Article 8 Section 22.4.8 subsection c by removing the passage beginning with:

“and shall have a vertical orientation.” And ending with “a clearly vertical orientation”.

The Moderator declared the motion fails.

Lee Yates of 37 Shawsheen Road made the following motion and the motion was seconded.

I move to amend the motion of Article 8 Section 22.3.4 as follows:

For the Great Road/Center subdistrict, the minimum height (stories) shall be 1.

For all 4 subdistricts, the Maximum Height (stories) shall be 2.5.

The Moderator declared the motion fails.

Carol Amick of 18 Crescent Avenue made the following motion and the motion was seconded.

I move that the motion made under Article 8 be amended such that the proposed section 22.3 last sentence of the first paragraph be deleted.

The Moderator declared the motion failed.

Jerry Pfeffer of 28 Battle Flagg Road asked for clarification of Carol Amick’s amendment.

The Moderator stated taking out the wording will make it less restrictive.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

Article 8

Zoning Bylaw Amendment – Great Road District

Amy Lloyd made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Zoning Bylaw pertaining to adoption of a new Section for a Great Road District:

Section 2.1 is hereby amended to include reference to Great Road District

A new Section 22 is hereby added to the Zoning Bylaw, as follows:

22. GREAT ROAD DISTRICT

22.1 Purposes

The purposes of the Great Road District are to:

- 22.1.1. Promote the economic vitality of Great Road's business areas;
- 22.1.2. Encourage mixed uses in a physical arrangement that is safe for pedestrian, bicycle and vehicular traffic;
- 22.1.3. Provide for small- and moderate-scale, single- and multi-use buildings that support a variety of retail and service uses; and
- 22.1.4. Respect and preserve Bedford Center's historic character.

22.2 District and Subdistricts

The Great Road District shall consist of the four subdistricts listed below and shown on the Bedford Zoning Map. The purposes of the subdistricts shall be to encourage uses that meet the consumer and service needs of Bedford residents, and as follows.

- 22.2.1. Shawsheen Subdistrict (GR/S). The GR/S subdistrict is a high-activity zone and a gateway to the town. It accommodates traditional suburban shopping center design and businesses, and it encourages infill development and a mix of residential uses. The GR/S subdistrict should facilitate a variety of uses, including businesses requiring a larger footprint than would be appropriate in settings such as the Center or North Road Subdistrict.
- 22.2.2. Marketplace Subdistrict (GR/M). The GR/M subdistrict is a high-activity business area. The regulations for this subdistrict should accommodate a mix of building types and sizes.
- 22.2.3. Center Subdistrict (GR/C). The GR/C subdistrict is a moderate-activity business area in the town center. It encourages small shops and services and promotes site planning that invites walking and biking. Design standards in this setting should meet the needs of the business community while simultaneously respecting the center historic district and surrounding neighborhoods.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

22.2.4. North Road Subdistrict (GR/NR). The GR/NR subdistrict is a moderate-activity gateway into the town center and flexible development node for small-scale mixed uses. Regulations should encourage a ground floor mix of limited retail, non-retail uses, and mixed residential uses such as live/work units. Development regulations take into consideration wetlands and other site constraints.

22.3 Context, Form, and Shape

Each Great Road subdistrict has a distinctive character and has evolved to meet different economic, civic, and social needs. The purposes of the Great Road district and its subdistricts are best addressed through customized requirements at the subdistrict level. This section describes the district's dimensional, form, and space regulations and objectives to guide the design of development plans for the Great Road corridor. By meeting these standards, development along Great Road will help create the form, cohesion, order, and supporting infrastructure that make commercial areas attractive and desirable for residents and businesses. Where appropriate or to accommodate unique site constraints such as irregular lot shape, slope, or wetlands, or to encourage site planning, design, and access solutions that further the goals of the Great Road district, the Planning Board may grant a special permit to waive any of the requirements in Sections 22.3.1, 22.3.2, or 22.3.3 below.

22.3.1. Basic Lot Regulations

Standard	GR/S	GR/M	GR/C	GR/NR
Minimum Lot Area (sq. ft)	40,000	40,000	N/A	10,000
Minimum Lot Frontage (ft)	100	100	50	80
Minimum Lot Width (ft)	100	80	50	70
Maximum Width-Depth Ratio	1:3	1:4	N/A	1:3

22.3.2. Building Setbacks

Standard	GR/S	GR/M	GR/C	GR/NR
Minimum Front (ft)	20	20	20	20
Maximum Front (ft)(1)	50	35	25	35
Minimum Side (ft)	10	10	0	10
Minimum Rear (ft)(2)	10	10	10	10

(1) A deeper setback may be allowed by special permit for large buildings located toward the rear of a lot in a courtyard-type configuration, i.e., multiple buildings on one lot, as long as the forwardmost buildings on the lot comply with the minimum-maximum front setbacks listed here. A single building with a large flagship tenant, such as a theater, may also have a deeper setback if the entrance to the large tenant is wrapped with liner shops that comply with the subdistrict's front setback requirement.

(2) But 25 feet on a lot abutting a residential district.

22.3.3. Intensity Regulations

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

Standard	GR/S	GR/M	GR/C	GR/NR
Minimum OS/Landscaped Area (% lot)	20	20	10	10

22.3.4. Building Regulations

Standard	GR/S	GR/M	GR/C	GR/NR
Building Height				
Minimum Height (stories)	1	1.5 ⁽⁴⁾	2	1.5 ⁽⁴⁾
Maximum Height (stories)	3	3	2.5 ⁽⁴⁾ / 3 ⁽⁵⁾	2.5 ⁽⁴⁾ / 3 ⁽⁵⁾
Maximum Building Height (ft)	37	37	37	37
Minimum Gr. Fl. Height (ft)	14	14	14	12
Maximum Gr. Floor Height (ft)	18	18	18	18
Minimum Upper-St. Height (ft)	10	10	10	10
Minimum Side and Rear Setback Ratio for Height Increase by Special Permit	1:1	1:1	1:1	1:1
Min. Façade Buildout (% Lot Width) (1)	60%	65%	70%	65%

22.3.5 Building Fenestration

Standard				
Ground, Min. Front (2)	65%	75%	70%	70%
Ground, Min. Side (3)	25%	25%	20%	20%
Upper-Story, Maximum Front	50%	50%	40%	40%
Upper-Story, Maximum Side	20%	20%	20%	20%
Maximum Ground Fl. Entrance Spacing (ft) (1)	35	35	25	30
Minimum Depth, Common Spaces (1)	30	30	25	25
Maximum Length Blank Wall (ft) (maximum length of building front in the same vertical plane)	50	50	50	50
(1) Unless waived by special permit from the Planning Board.				
(2) Percentages are of building façade area between 2 feet and 10 feet above the sidewalk.				
(3) A corner lot is considered to have two front facades but the Planning Board may at its discretion approve a reduction in the minimum fenestration for the less prominent façade				

(4) A half story is intended to mean the uppermost occupied floor is contained within a sloped roof structure to lessen the visual mass of the structure.

(5) The greater height is only allowed by special permit from the Planning Board

22.4 Development Standards

In the Great Road district, the following building and site components shall be provided in any development requiring site plan approval under Section 7.5 or a special permit from the Planning Board.

22.4.1. Setbacks.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

- (a) No use other than landscaping, outdoor dining, public art, sidewalks, multiuse paths, street furniture, seating, and permitted signs shall be permitted in the front yard of any lot.
- (b) The maximum front setback may be increased for purposes of amenities such as a plaza, square, courtyard, recessed entrance, sidewalk, multi-use path, raised terrace, façade offsets, or outdoor dining but not for automobile use.

22.4.2. Sidewalks.

- (a) Except as provided below, any development of 10,000 sq. ft. or more shall provide a sidewalk at least 10 feet wide and a planting zone along the full length of the front lot line. Sidewalks may be located wholly or partially within the street right of way. If on the lot, sidewalks shall be considered part of the minimum required landscaped open space.
- (b) Sidewalks shall be separated, where feasible, from the road with a landscaped buffer to protect pedestrians and create a pleasing environment. The landscaped buffer shall consist of shade trees placed at appropriate intervals and other landscaping, and street design elements such as benches, shrub, or grass. Landscaping shall be organized in clusters of plantings rather than in a rigid line along the front of the lot.
- (c) Outdoor restaurant and café seating, merchandise displays, planters, and sandwich board signs placed on the sidewalk shall be located no more than 3 feet from the building and shall leave a pathway of at least 4 feet that is free of obstruction.
- (d) A development of less than 10,000 sq. ft. may provide a sidewalk meeting the minimum specifications of this section or provide a payment in lieu of sidewalk construction to the Bedford Sidewalk Fund.
- (e) At its discretion, the Planning Board may authorize a payment in lieu by special permit for a development of 10,000 sq. ft. or more, where construction of a sidewalk is infeasible for physical or economic reasons. The burden of proof shall be on the applicant.

22.4.3. Walkways.

- (a) All developments shall provide accessible walkways connecting building entrances to building entrances, buildings to streets, and buildings to sidewalks and adjacent public features, such as parks and playgrounds, with minimal interruption by driveways.
- (b) Parking lot aisles and access and interior driveways shall not count as walkways. Walkways must incorporate wider gathering points that may include special features such as water elements or public art. The Planning Board may require benches, waiting areas, bicycle racks, stroller bays, and other sheltered spaces near building entrances.
- (c) To the maximum extent possible, walkways should have some degree of shelter achieved through the use of building fronts, trees, low hedges, arcades, trellised walks, or other means to delimit the pedestrian space.
- (d) Walkways and related pedestrian amenities shall be considered part of the minimum required landscaped open space.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

- (e) To encourage sidewalk connections between adjacent properties at the street by eliminating curb cuts on Great Road, the Planning Board may waive the lot width-depth, fenestration, or maximum façade buildout requirements, or any combination thereof, in Section 20.3.

22.4.4. Landscaping.

- (a) The minimum lot landscaping in the GR district shall be in accordance with Section 22.3.3, and shall conform to a landscaping plan approved by the Planning Board.
- (b) There shall be a minimum planting zone of 3 feet between the sidewalk in front of a building and the street travel lane. Shade trees and other plantings shall be incorporated in the landscaping plan to help soften the building façade, create a protective barrier between the street and sidewalk, reduce glare, reduce stormwater runoff, absorb pollutants, provide shade, create an appealing environment, and contribute to a sense of place. Selection of trees shall conform to Planning Board guidelines.
- (c) To the maximum extent possible, unity of landscape design shall be achieved by repetition of certain plant varieties and other materials and, where appropriate, by correlation with adjacent properties.
- (d) Side and rear yards shall be landscaped with trees, shrubs, walls, fences, or other landscape elements to reduce the visual impact of the principal use on adjacent property. On lots abutting a single-family residential district, landscaping shall consist of a substantially sight-impervious screen of evergreen foliage at least 8 feet in height or planting of shrubs and trees complemented by a sight-impervious fence of at least five feet but not more than 8 feet, in height, or such other type of landscaping as may be required by the Planning Board.
- (e) Wherever possible, existing trees and mature, healthy vegetation shall be preserved and changes to the natural topography of a site shall be minimized.
- (f) Site landscaping shall not block a driver's view of oncoming traffic. Corner clearances shall comply with Section 6.2.9 of this Bylaw.

22.4.5. Exterior Lighting. Throughout the GR district, the goal of an exterior lighting plan shall be to light sidewalks and walkways, building entrances, and parking areas in a consistent, attractive, safe, and unobtrusive manner that minimizes off-site impacts. To this end, exterior lighting in the GR district shall conform to Section 11.6.6 of this Bylaw and the following standards and shall be in accordance with a lighting plan approved by the Planning Board.

- (a) Pedestrian Lighting
 - (i). Pedestrian lighting shall complement the character, aesthetic appeal, and safety of a development and promote greater pedestrian activity.
 - (ii). Pedestrian lighting shall use consistent fixtures, source colors, and illumination levels. To prevent glare and light pollution, developments shall be equipped with downcast or full-cutoff fixtures.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

- (iii). When pedestrian lighting is used in conjunction with street lighting, the illumination provided by the former shall be distinguishable from the illumination provided by the latter to clearly define the pedestrian path of travel.
- (iv). Placement of fixtures shall facilitate uniform light levels and work with the placement of sidewalks, landscaping, signage, building entries, and other features to contribute to the continuity of the streetscape. The Planning Board prefers the use of a greater number of low fixtures in a well-organized pattern rather than fewer, taller fixtures.

(b) Parking Areas.

- (i). Within parking areas, there shall be a unified system that provides attractive lighting throughout the lot.
- (ii). Fixtures shall minimize spill light and glare onto adjacent properties. Fixtures adjacent to residential districts shall direct the light away from residential properties and limit off-site light levels.
- (iii). Lighting shall be turned off one hour after the close of business, except as needed to provide for minimum security levels.
- (iv). Lighting shall complement the lighting of adjacent streets and properties and shall use consistent fixtures, source colors, and illumination levels. When adjacent to walkways and gathering areas, lighting shall not overpower the quality of pedestrian area lighting.

22.4.6. Pedestrian Gathering Spaces. In the GR/SC, GR/M, or GR/C subdistrict, any development of 25,000 sq. ft. or more shall provide one or more accessible pedestrian plazas or similar gathering spaces for outdoor dining, public art, or social or cultural activities. The purpose of the gathering spaces is to encourage people to linger, shop, and socialize, and to experience the commercial corridor on foot whenever possible.

- (a) The pedestrian gathering space (or combined spaces if more than one) shall measure at least 5 percent of the net floor area on the lot but not more than a total of 2,500 square feet shall be required. At least one gathering space shall measure 1,500 square feet or more with a minimum side dimension of 20 feet. No gathering space shall measure more than 3,000 square feet. The Planning Board may grant a special permit for a smaller gathering space if it meets the purposes of Section 22.4.6.
- (b) The pedestrian gathering space shall be at the street level in front, beside, or in between buildings, which is to be used exclusively by pedestrians and shall connect to the sidewalk and walkways. For purposes of this Section, a landscaped pedestrian arcade located within a building footprint and open to the outdoors may be counted toward the minimum area required for a gathering space.
- (c) Where possible, the pedestrian gathering space shall be open on one side to an adjacent larger space, natural view, or activity area such as an outdoor cafe, coffee cart, food stand, game table, or playground. Within the gathering space, at least one seating area or activity pocket shall be placed along the edge, looking into the plaza. The gathering space shall provide amenities such as benches, kiosks, and other partly enclosed outdoor structures to

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

facilitate waiting or group activities. For a gathering space with sitting walls, the walls shall be no higher than 20 inches and at least 12 inches wide. Creativity is encouraged in the design of the pedestrian gathering space and the activities it supports.

- (d) Shade trees, ornamental trees, and other landscaping shall be included to provide shelter from the sun, reduce noise, beautify the district, and mitigate fumes. All landscaping shall use species that tolerate Bedford's climate and shall facilitate ongoing maintenance and watering.
- (e) Nothing in this Bylaw shall prohibit the serving of foods and drinks at outdoor tables in a pedestrian gathering space.
- (f) A pedestrian gathering space shall be considered part of the minimum required landscaped open space. The area required for a sidewalk shall not be included in the gathering space.

22.4.7. Access and Parking

- (a) No driveway or parking lot shall be placed between the front building line and front lot line or in front of a building as seen from the street if the building is located on a different lot than the driveway or parking lot. A driveway and parking lot may be placed in the front of a building that is located behind another building when viewed from a street. No driveway or parking lot shall be located between a pedestrian gathering space and a street except for a pedestrian gathering space located behind a building when viewed from a street. No driveway or parking lot shall intersect or be mixed with a pedestrian gathering space.
- (b) Driveways and parking lots may be located to the side and rear of buildings, to the rear of a pedestrian gathering space, or underground. Where parking is located to the rear of buildings with additional buildings behind, a quadrangle effect should be created to allow parking, landscaping, and walkways or bikeways to be surrounded on all sides by shops and activity centers.

22.4.8. Buildings.

- (a) On any lot abutting Great Road, North Road, or Shawsheen Avenue, the main entrance shall be on the front façade, which shall face the street.
- (b) Walls visible from a public way shall have architectural treatment, design elements such as masonry that provide texture and color, decorative tile work, artwork, opaque or translucent glass, or lighting fixtures.
- (c) The front building façade shall have setbacks only for the purpose of accommodating sidewalks, gathering spaces and their amenities, or landscaping and shall have a vertical orientation. This means the building shall have greater height than width or that the building's façade and roof lines shall be designed to reduce the massing and bulk so that the building appears as a group of smaller masses with a clearly vertical orientation.
- (d) Rooflines shall provide visual interest, be consistent with the surrounding architecture, and interrupt massing wherever appropriate. When the gable end of a building faces the street, it must be peaked. The "top" of buildings should be treated with a distinct outline by

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

using projecting parapet, cornice, or other projection. Breaking the rooflines into smaller segments is encouraged, such as by using dormers, varying the direction of the slope, having different projecting architectural elements, or using a variety of building materials.

- (e) Exterior uncovered stairways, covered and uncovered (but not enclosed, glazed, or screened) entrance porticoes, stoops, vestibules, bulkheads, first-floor open-air porches, and cantilevered balconies are permitted as long as they project no more than four feet into any setback.
- (f) Building front facades shall be articulated to achieve a human scale and interest. The use of different textures, shadow lines, uneven angles, detailing, and contrasting shapes shall be required for site plan approval.
- (g) Upper-story exteriors shall be accentuated with balconies, terraces, or porches to enliven the building façade.
- (h) The ground floor of the front of buildings facing the street shall be designed for occupancy by businesses with that are essential for a high-level activity zone such as retail, restaurants, and personal services. Large buildings that face Great Road but are set back via a courtyard may have a wider variety of ground floor nonresidential uses, such as commercial entertainment, health care, or business services.
- (i) The main business entrance to each ground floor business, identified by larger doors, signs, canopy, or similar means of accentuation, shall be from the building front.
- (j) Arcades and canopies are encouraged. They should be used to connect buildings to one another, create a sense of human scale, and shelter pedestrians. Arcades and canopies shall not be considered part of the building and may be located within the front yard setback with approval by the Planning Board. Awnings shall not extend across multiple storefronts or multiple buildings. Long expanses shall be broken into segments that reflect the door or window openings below them.
- (k) Ground-floor display windows shall be framed on all sides by the surrounding wall and shall be highlighted with frames, lintels, and sills or equivalent trim and may be recessed into the wall or projected from the wall.
- (l) The main features of the architectural treatment of the building front facades, including the materials used, shall continue on all sides of the building that are visible from a street or a pedestrian gathering space. The Planning Board may approve alternate treatment of side and rear building walls if it determines that the proposed alternative will serve the purposes of this Section 22.
- (m) Accessory structures, air conditioning equipment, electric utility boxes, satellite dishes, trash receptacles, and other ground-level utilities shall not be visible from the street and adjacent lots.
- (n) Rooftop mechanical equipment shall be screened from public view by the use of materials that are architecturally compatible with the rest of the building.
- (o) Applicants shall incorporate sustainable design principles in LEED (Leadership in Energy and Environmental Design), the Massachusetts Stretch Code, Energy Star, and other programs to the maximum extent possible.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

- (p) Where first-floor residential uses are allowed, access to the units shall be via a stoop or porch unless such access conflicts with architectural access requirements in the State Building Code. An elevated entrance shall not be required for live/work units.
- (q) Newly constructed residential uses shall incorporate universal design elements to the maximum extent possible. New multifamily construction of more than 6 units and greater than one story in height shall include elevators.

22.5 Signs

All signs and awnings shall conform to the maximum area, height, number, setback, and illumination requirements as set forth in Bedford bylaws.

22.6 Use Regulations

22.6.1 The following use regulations shall apply in the Great Road District.

Table Legend:

Y=Permitted; SP=Planning Board Special Permit; N=Prohibited

Use	GR/S	GR/M	GR/C	GR/NR
Retail sales	Y	Y	Y	Y
Maximum floor area per retail establishment, except grocery stores, unless waived by the Planning Board	N/A	15,000	3,000	3,000
Restaurant, with or without accessory outdoor seating; maximum of 5,000 sq. ft.	Y	Y	SP	Y
Specialty foods	Y	Y	Y	Y
Repair shop	Y	Y	Y	Y
Craft brewery/distillery	Y	Y	N	SP
Farmer's market	Y	Y	SP	Y
Custom fabrication or artisan industrial	N	Y	N	Y
Personal services	Y	Y	Y	Y
Art gallery	Y	Y	Y	Y
Walk-in takeout food service (drive-through is prohibited)	Y	Y	SP	Y
Hotel	Y	Y	N	N
Bed and breakfast, inn	Y	Y	Y	Y
Bank	Y	Y	Y	Y
Professional or business office	Y	Y	Y	Y
Medical or dental office	Y	Y	SP*	SP
Commercial recreation	SP	SP	SP	SP

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

Use	GR/S	GR/M	GR/C	GR/NR
Commercial entertainment	Y	SP	SP	SP
Membership club or lodge	SP	SP	SP	SP
Funeral home	SP	SP	N	SP
Auto service station	SP	N	N	SP
Co-work center	Y	Y	SP	Y
Home occupation	Y	Y	Y	Y
Mixed-use, vertical	Y	Y	Y	Y
Mixed-use, horizontal	SP	SP	N	N
Live/work units	Y	Y	N	Y
Independent living or assisted living residence	SP	SP	N	SP
Municipal facility	Y	Y	Y	Y

* Sole proprietors are encouraged over group practices.

22.6.2 Terms and definitions applicable to this Section:

Art Gallery: A for-profit or non-profit establishment engaged in the sale, loan, or display of art books, paintings, sculpture, or other works of art.

Artisan Industrial: An establishment for the preparation, display, and sale of individually crafted artwork, jewelry, furniture, sculpture, pottery, leathercraft, hand-woven articles, custom woodwork, and related items.

Commercial Entertainment: An establishment that provides indoor entertainment services such as a cinema or theatre for live performances, by a private for-profit enterprise.

Commercial Recreation: An establishment that provides recreation-related products or services, such as a dance or martial arts studio, hobby classes and tutoring, or health and fitness facility, by private enterprise for a fee, with the long-term intent of being profitable.

Co-Work Center: A managed facility designed and intended to serve as office space for self-employed entrepreneurs and small start-up companies, typically offering shared meeting space and shared equipment and supplies, with shared and private offices, and opportunities for collaboration and networking.

Craft Brewery/Distillery: A small, independently owned facility in which beer, fermented on the premises, or other alcoholic beverage, is bottled and sold, typically in conjunction with a bar, tavern, or restaurant use.

Custom Fabrication: See Artisan Industrial.

Farmer's Market: A place where two or more farmers sell their own agricultural products directly to the general public at a fixed location, which includes fruits and vegetables, meat, fish, poultry, dairy products, and grains.

Live/Work Unit: An area or areas within a building where residential and nonresidential purposes are combined, and where the residential use of the space is clearly secondary or subordinate to the primary use as a place of work.

Mixed-Use Development, Horizontal: An integration of retail, personal services, office, or multi-

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

family residential uses in a development comprised of two or more structures on the same lot. The multi-family residential uses may be located above the ground floor of a commercial structure, in separate structures on the same lot, or a combination thereof.

Mixed-Use Development, Vertical: An integration of retail, personal services, office, or multi-family residential uses in a single structure in which the office or residential uses are located above the ground floor.

Specialty Food Store: A food store of less than 5,000 square feet primarily engaged in selling foods associated with a particular nationality, religious observance, cuisine, dietary practices, or health and wellness or nutrition regimens;

22.7 Vehicular and Bicycle Parking Requirements

The following parking requirements shall apply in the Great Road District.

22.7.1. General.

- (a) Required off-street parking areas shall be provided on the same lot they serve, except that the Planning Board may grant a special permit for off-street parking areas to be provided on another lot, and any such parking lot shall not be otherwise used or diminished in size unless the Planning Board finds that the lot is no longer needed by the principal place of business or residence it serves.
- (b) The surfaced area of off-street parking areas shall be set back a minimum of 10 feet from all buildings and lot lines. Such setback areas, except for entrance and exit drives, shall be landscaped with grass, trees, shrubs, flowers, or other landscaping or hardscape materials of adequate height and density so as to visually obscure parked vehicles from view.
- (c) At least 10 percent of the interior of any parking area with 20 or more parking spaces shall be landscaped and routinely maintained. The landscaping shall be distributed in islands and shall include one or more shade trees of a species as approved by the Planning Board with a 3 ½ -inch caliper or greater per island. The location of trees within parking areas shall maximize shade on vehicles and pavement to ameliorate heat islands. In addition, landscaping shall use non-invasive species and should consider drought-tolerant and native plantings to the maximum extent possible. Where feasible, landscaped islands shall be built below the grade of the impermeable parking surfaces so that runoff from the site is directed into them.

22.7.2. Parking Requirements by class of use. All development in the GR/S, GR/M, and GR/N subdistricts shall provide off-street parking in accordance with the following table. There are no minimum off-street parking requirements for development in the GR/C subdistrict.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

Use	Minimum Number of Spaces	Notes
Retail sales	1 per 300 sq. ft.	No parking required for retail <=800 sq.ft.; limited to one such tenant per building
Restaurant	1 per 4 seats	
Specialty foods	1 per 300 sq. ft.	
Craft brewery with service area	1 per 300 sq. ft.	
Farmer's market	Determined by Planning Board	
Custom fabrication or artisan industrial	1 per 300 sq. ft.	
Art gallery	1 per 300 sq. ft.	
Walk-in take-out food service	1 per 250 sq. ft.	
Hotel	1 per guest room + 1 per 300 sq. ft. administrative space	
Bed and breakfast, inn	1 per guest room	
Bank	1 per 400 sq. ft.	
Professional or business office	1 per 350 sq. ft.	Reduced to 1 per 500 sq. ft. for offices above the ground floor
Medical or dental office	1 per 150 sq. ft.	
Commercial recreation, commercial entertainment	1 per 250 sq. ft.	
Membership club or lodge	1 per 250 sq. t. f	
Funeral home	1 per 250 sq. ft.	
Auto service station	-----	
Co-work center	1 per 400 sq. ft.	
Single-family residential	2 per unit	
Home occupation	-----	
Mixed-use, vertical	Sum of spaces required per use x 90%	For upper-story housing units, average of 1.5 spaces per unit
Mixed-use, horizontal	Sum of spaces required per use x 80%	For upper-story or free-standing housing units, average of 1.5 spaces per unit
Live/work units	1 per unit	
Independent living or assisted living residence	0.75 spaces per unit	
Municipal facility	1 space per 300 sq. ft.	

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

22.7.3. Bicycle Parking. Off-street bicycle parking for all uses and structures in the Great Road districts shall be provided in accordance with Table 22.7.3(d), unless waived by special permit from the Planning Board. Floor space shall be measured consistently with Section 7.4.

- (a) Where the required computation is a fraction, the number of bicycle spaces shall be rounded up to the nearest whole number Minimum Number of Parking Spaces
- (b) Where bicycle parking is required, the minimum number of bicycle parking spaces provided at each site shall be two (2) and the maximum shall be twenty (20), not including long term parking.
- (c) During the permitting process, depending upon the scale of the use, the Planning Board may impose requirements for showers or changing facilities.
- (d) Minimum number of parking spaces: Convenience and food stores, restaurants, theaters, and commercial recreation shall provide at least 1 short-term bicycle parking spaces and 1 long-term bicycle parking space per 1000 sq. ft. of floor area.

<u>Use</u>	<u>Long-Term Spaces</u>	<u>Short-Term Spaces</u>
Office (medical, professional, Agencies or government)	0.3/1,000 sq.ft.	0.1/1,000 sq.ft.
Retail sales and personal services	0.1/1,000 sq.ft.	0.3/1,000 sq.ft.
Food Stores, Restaurants, Theaters, and Commercial Entertainment	0.1/1,000 sq.ft.	0.5/1,000 sq.ft.
Mixed Use or Multifamily Residential	1 per unit	1 per unit

- (e) For any other use not specifically listed in this section, the minimum number of short- or long-term bicycle spaces shall be as determined by the Planning Board.
- (f) Short-term bicycle parking shall be located within 40 feet of a pedestrian entrance to the building or buildings containing the use or uses it serves and shall not obstruct pedestrian traffic or gathering areas. Racks for short-term bicycle parking may be sheltered with awnings, roofs, or enclosed structures.
- (g) Long-term bicycle parking for business and commercial uses may be provided in either an outdoor location that is covered and allows for secure storage with appropriate illumination, or within an indoor storage area such as a bicycle storage room, bicycle lockers, pods, lids, or a lockable bicycle enclosure.
- (h) Residential long-term bicycle parking shall be provided in secure, sheltered locations such as a bicycle parking room on the ground floor of a building or bicycle lockers equipped with appropriate racks.
- (i) Each bicycle parking space shall be sufficient to accommodate a bicycle seven feet in length and two feet in width. Inverted U or Ring and Post style frame racks that support the bicycle at two or more points above and on either side of the bicycle's center of gravity are

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 26, 2018

required. An alternative style of rack that, in the opinion of the Planning Director, provides a comparable level of security and convenience may be provided. Racks must be secured to the ground.

22.8 Rules and Regulations

All new construction and additions for any use other than single family or two family dwellings shall be subject to Site Plan Approval following the standards and procedures of Section 7.5. The Planning Board may adopt rules and regulations to implement such review and this Section 22, including guidelines and design standards that will apply to any development in the Great Road district requiring a special permit or site plan approval.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval
Transportation Advisory Committee:	Recommended approval

Moderator declared motion passes by two-thirds.

William Moonan made a motion to adjourn the Annual Town Meeting and reconvene March 27, 2018 at 7:30 PM in the Bedford High School Auditorium. The motion was seconded. The Annual Town Meeting adjourned at 11:07 PM.

ANNUAL TOWN MEETING - March 27, 2018

The Moderator called the Town Meeting to order. The Annual Town Meeting convened at 7:32 p.m. in the Bedford High School Auditorium. A quorum of three hundred fourteen registered voters was present.

For those new to Town Meeting, The Moderator introduced herself as "Cathy Cordes. The Moderator also introduced Town Clerk Doreen Tremblay. She also introduced the Town officials sitting at the base of the stage and in the audience as the Selectmen, Finance Committee, Town Counsel, Town Manager, and School Committee, Superintendent of Schools, Planning Board, Capital Expenditures Committee and other Town officials.

The Moderator introduced Betsey Anderson as Deputy Moderator. The Moderator is expecting a large crowd tonight. Overflow rooms will be opened as needed. The assistant moderators in the overflow rooms are Bob Dorer, Ralph Hammond and John Linz.

The tellers for the evening are: Lois Chase, Rosemary Dyer, Janet Schimelfenyg and Susan Swanson.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 27, 2018

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The Moderator stated the Town Meeting is the annual business meeting of the Town. Proper decorum is expected. An orange card was distributed at check-in for hand counts. Please go out to check-in if you did not receive a card. Do not tear it in half to share. Neither vote will be counted.

The Moderator reviewed the rules of the Town Meeting printed in the back of the warrant. A voter may not speak unless the Moderator recognizes them. The voter must stand at the microphone to be recognized. The Moderator said she will recognize voters by microphone number. The numbers have nothing to do with precincts. The Moderator stated numbering the microphones is easier for the audio booth to keep track. Name and address are required before speaking. A voter may not speak more than twice in debate except to correct a statement. You are encouraged to ask questions or state your opinion but not debate. It is not necessary to state what has been said before. Please think of information that will add value to the article. Questions do not fall under the debate rules. Debate rules adopted by this meeting must be respected. Questions must be directed through the Moderator. Keep the discussion within the scope of the motion. Amendments must be in writing for the Moderator and Town Clerk. There is no clapping or booing. Local cable is taping the discussion. There will be no taping during voting. Turn off the ringer on the cellular phone. Due to the overflow rooms, the Moderator may use a cell phone to communicate with the other room. Voters in the satellite rooms must come to the Auditorium to speak.

Speak to the issues not to the individuals. Keep the debate civil. Follow the civil discourse rules.

Announcement by William Moonan:

The Town dump will be open for disposal of branches.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 27, 2018

Mr. Murphy presented the Assessors Report.

One of the tellers Lois Chase fell. The Moderator stated she will be taken out on a stretcher. A certain section of the Auditorium was recounted for Article 9.

Article 9

Zoning Bylaw Amendment – Great Road Zoning Project Height Limit in the Shawsheen Subdistrict

Jeffrey Cohen made the following motion and the motion was seconded.

I move that the Town approve the following amendments to the Zoning Bylaw pertaining to the newly adopted Great Road Zoning District:

Section 22.3.4 Building Regulations is hereby amended to modify the allowable height in the Shawsheen Subdistrict as follows:

	<u>GR/S</u>	
Maximum Height (stories)	3/4 ⁽⁶⁾	
Maximum Height (feet)		37/48 ⁽⁶⁾

(6) Height increase above three stories allowed by special permit for mixed-use buildings with housing on at least the top two floors or for multifamily dwellings, in either instance only if located behind one or more commercial or mixed-use buildings facing Great Road, subject to side and rear setback ratio.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval
Transportation Advisory Comm.:	Recommended approval

Moderator declared the two-thirds majority having been met after a voice vote. The voters asked for a hand count.

The Moderator declared the motion failed by one vote (Yes-161, No-86).

William Moonan made the following motion and the motion was seconded:

Voted, that the motion made under Article 10 be amended such that Parcel 0083, Map 64 of the "Assessors' Plats, Fiscal Year 2017" (also designated as 281 The Great Road) be removed from consideration for rezoning under this article, as listed on page 34 of the Warrant, and that it remains as it is currently zoned: Residence-B.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 27, 2018

The Moderator declared the amendment passes.

Article 10

Zoning Bylaw Amendment – Amendments to Bedford Zoning Map Related to Great Road Zoning Project

Jeffrey Cohen made the following motion and the motion was seconded.

Voted, that the Town amend the Bedford Zoning Map as follows:

To incorporate the following parcels, currently designated Limited Business and/or General Business District, to the Great Road District:

Map 44: Parcels 26, 27, 27A and 49.

Map 53: Parcels 22, 23, 24, 25, 26, 27, 28 and 30.

Map 54: Parcels 5, 6, 7, 35, 36, 37, 38, 78, 79, 80A, 80, 93, 94, 95, 96, 97, 112, 115, 120, 121, 122, 125, 126, 126A, 127, 128, 129, 130, 131, 132, 133, 134, 161, 162 and 163.

Map 63: Parcels 109, 111, 122, 123, 125, 128, 129, 131, 132 and 133.

Map 64: Parcels 71B, 71A, 72, 73, 74, 75, 76, 77, 78, 79, 80 and 81A.

Map 65: Parcels 20, 21, 22, 21A, 23, 25, 28, 29 and 32.

Map 72: Parcels 4 and 5.

Map 73: Parcels 163 and 164.

To incorporate the following parcels, currently designated General Business, to Industrial B;

Map 64: Parcels 83F, 83-G, 82, 83H, 83B, 83C and 83E

To incorporate the following properties, partially designated General Business and partially Industrial A, to Industrial A:

Map 64 Parcel 88A; and Map 72 Parcel 1A

To incorporate the following properties, currently partially designated Residence R and partially Limited Business, to Residence R:

Map 44: Parcels 24 and 25.

To incorporate the following properties, currently partially designated Residence B and partially Limited Business, to Residence B:

Map 53: Parcels 31, 36F and 36G.

Map 54: Parcels 4, 9, 77, 92, 119 and 135.

Map 63: Parcel 108.

Map 73: Parcel 162.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 27, 2018

To incorporate the following property, currently partially designated Residence C and partially Limited Business to Residence C:

Map 54: Parcel 34.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared the motion passes unanimously.

Article 11

General Bylaw Amendment – Illegal Depositing in Town Refuse and Recycling Containers

Edward Pierce made the following motion and the motion was seconded.

Voted, that the Town amend the General Bylaws of the Town of Bedford by amending Section 8 in Article 46, Streets, Sidewalks and Public Property, as follows:

46.8 Littering on public property

Current text:

No person shall place, throw, deposit, discharge or cause to be placed, thrown, deposited, or discharged any trash, bottles or cans, refuse, rubbish, garbage, debris, scrap waste, or any other material of any kind on streets, sidewalks, and land owned, managed, or maintained by the Town of Bedford. The person in violation may be punished by a noncriminal penalty not exceeding \$300.00 for each offense.

Any officer having the power to enforce the bylaw who observes the violation, as an alternative to criminal proceedings pursuant to M.G.L. Ch. 270, §16, may give to the offender a written notice to appear before the Clerk of the Concord District Court at any time during office hours, not later than 21 days after the date of such notice. Such notice and all proceedings pursuant thereto shall conform to the provisions of M.G.L. Ch.40, §21D.

This bylaw shall be enforced by police officers of the Town of Bedford and/or by the Town of Bedford Health Inspector.

Proposed text:

No person shall place, throw, deposit, discharge or cause to be placed, thrown, deposited, or discharged any trash, bottles or cans, refuse, rubbish, garbage, debris, scrap waste, or any other material of any kind on streets, sidewalks, ~~and~~ or land owned, managed, or maintained by the Town of Bedford. In addition, no person shall place, throw, deposit, discharge or cause to be placed, thrown, deposited, or discharged any trash, bottles or cans, refuse, rubbish, garbage, debris, scrap waste, or any other material of any kind in refuse and recycling containers on town property

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 27, 2018

for use by occupants of town buildings. The person in violation may be punished by a noncriminal penalty not exceeding \$300.00 for each offense.

Any officer having the power to enforce the bylaw who observes the violation, as an alternative to criminal proceedings pursuant to M.G.L. Ch. 270, §16, may give to the offender a written notice to appear before the Clerk of the Concord District Court at any time during office hours, not later than 21 days after the date of such notice. Such notice and all proceedings pursuant thereto shall conform to the provisions of M.G.L. Ch.40, §21D.

This bylaw shall be enforced by police officers of the Town of Bedford and/or by the Town of Bedford Health Inspector, and/or their designee.

RECOMMENDATIONS

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

Moderator declared the motion passes.

Article 12

General Bylaw Amendment – Temporary Water Supply Shut-Off for Repairs and Maintenance

Edward Pierce made the following motion and the motion was seconded.

Voted, that the Town amend the General Bylaws of the Town of Bedford by amending the fourth paragraph of Section 8 in Article 52 – Water System, as follows:

52.8 Water Metering (fourth paragraph)

Current text:

The Department of Public Works or its agents shall have access to premises supplied with water to examine, read, repair, or replace meters at any reasonable time. A meter shall not be changed, altered, disconnected or disturbed in any manner by anyone other than an authorized agent of the Department of Public Works.

Proposed text:

The Department of Public Works or its agents shall have access to premises supplied with water to examine, read, repair, or replace meters at any reasonable time. A meter shall not be changed, altered, disconnected or disturbed in any manner by anyone other than an authorized agent of the Department of Public Works. The Town reserves the right to shut off the water supply to repair or replace meters after notice consistent with the provisions of MGL c. 165, s. 11A-11E.

RECOMMENDATIONS

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 27, 2018

Moderator declared the motion passes unanimously..

Article 13

General Bylaw Amendment – Sewer System – New Connections

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Town amend the General Bylaws of the Town of Bedford by amending Section 12 in Article 51 – Sewer System, as follows:

51.12 Connection in Lieu of Betterment

Current text:

If a private developer or person other than the Town constructs sewer facilities in an approved subdivision, the Town shall charge a connection fee in lieu of a betterment assessment against each lot in such subdivision in an amount equal to one-half the amount that would have been assessed under Section 51.9. The assessments shall be made at the time of the installation of the sewer facilities.

Proposed text:

If a private developer or person other than the Town constructs sewer facilities in an approved subdivision, the Town shall charge a connection fee in lieu of a betterment assessment against each lot in such subdivision in an amount equal to one-half the amount that would have been assessed under Section 51.9. ~~The assessments shall be made at the time of the installation of the sewer facilities.~~ The connection fee shall be paid prior to the issuance of the building permit for each sewer unit.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared the motion passes unanimously.

Antonio Battaglia presented the report for Capital Expenditures Committee.

The Moderator explained the process of voting on the Capital Budget. Several articles require a two-thirds vote. These articles are grouped at the end. William Moonan will read each line item. A hold may be placed on any line item to ask a question. Vote on the unheld items is taken first. Each line item held will be discussed and voted on separately one at a time. Ones that required a two-thirds vote are bonded issues. They will be addressed at the end.

The Moderator stated we will now take a procedural vote:

William Moonan made the following motion and the motion was seconded.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 27, 2018

Voted, to divide Article 14 so as to present projects #19-01 through #19-31 together and to separately present and vote upon each of the projects requiring bond authorizations from #19-32 through #19-37.

Moderator declared motion passed unanimously.

Article 14

Proposed Fiscal Year 2019 Capital Projects Plan

William Moonan made the following motion and the motion was seconded.

Voted, that that the Town appropriate the following sums for the items contained within the following proposed Fiscal Year 2019 Capital Projects Plan with the appropriation being raised under the tax levy unless otherwise specified:

19-01	Bedford Free Public Library Drain	\$21,094
19-02	Fire Department Channel Infrastructure Replacement	\$146,000
19-03	Police Department Mobile Radio Replacement	\$11,943
19-04	Police Department Portable Radio Replacement	\$33,800
19-05	Vehicles and Equipment Replacement	\$277,000
19-06	John Glenn Middle School & Bedford High School Addition Feasibility Study	\$120,000
19-07	Fire Station Exterior Painting Renewal	\$8,925
19-08	Finance Department Postage Machine	\$12,500
19-09	Town Photocopier Replacement	\$12,000
19-10	Emergency Medical Automatic Lucas Chest Compression Machine	\$34,000
19-11	Bedford High School Theater Equipment	\$78,036
19-12	Old Town Hall Exterior Painting Renewal	\$30,925
19-13	John Glenn Middle School Exterior Entrance Flooring Rehabilitation	\$43,055
19-14	Schools Flooring – Carpeting and Base Molding Replacement	\$51,700
19-15	Town Center Emergency Standby Generator	\$85,000
19-16	Public Works Garage Exterior Painting Renewal	\$12,714
19-17	Schools Interior Painting	\$51,700
19-18	Infrared Radiant Heating System for Mechanic and Welding Bays	\$34,002
19-19	Lane School Floor Scrubber Renewal	\$15,000

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 27, 2018

19-20	Snack Shack Roof Replacement Project at Sabourin Field	\$20,000
19-21	Town Center Floor Scrubber Renewal	\$15,000
19-22	Davis School Hardscape Improvements	\$366,455
19-23	Town/School Recreational Grounds Rehabilitation	\$75,000
19-24	School Photocopier Replacements	\$32,793
19-25	Schools Program Space Modifications	\$40,000
19-26	Town IT Equipment & Systems Annual Replacement and Renewal	\$114,708
19-27	Bedford High School Fitness Room Renewal	\$77,127
19-28	Schools IT Systems Annual Replacement and Renewal	\$416,900
19-29	John Glenn Middle School New Storage Area	\$56,804
19-30	Pump Station Communication – Transfer from the Sewer Fund	\$150,000
19-31	Stormwater Template Permit Requirements- Transfer from the Sewer Fund	\$75,000

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

The Moderator declared items 19-01 to 19-05, 19-07 to 19-10, 19-12 to 19-19, 19-21, 19-23 to 19-31 they passed unanimously. Item 19-06 declared it passes unanimously. Item 19-11 passes unanimously. Item 19-20 passes unanimously. Item 19-22 passes unanimously.

Richard Daugherty of 49 Elm Street asked the Moderator if Project 32 is amendable. The Moderator stated the funding source could be amended for this article.

Project 19-32

Voted, that the Town appropriate the sum of \$272,107 for Sewer Force Main Replacement, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

RECOMMENDATIONS

Selectmen:	Recommended approval
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TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 27, 2018

Finance Committee:

Recommended approval

Capital Expenditure:

Recommended approval

Moderator declared the motion passes unanimously.

Project 19-33

Voted, that the Town appropriate the sum of \$250,339 for Sewer Pump Station Program, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law, Chapter 44 Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

RECOMMENDATIONS

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

Capital Expenditure:

Recommended approval

Moderator declared the motion passes unanimously.

Project 19-34

Voted, that the Town appropriate the sum of \$862,934 for the Water Main Improvement Project, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

RECOMMENDATIONS

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

Capital Expenditure:

Recommended approval

Moderator declared the motion passes unanimously.

Richard Daugherty of 49 Elm Street made the following motion and the motion was seconded.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 27, 2018

I move to amend this article to raise and appropriate the sum of \$215,000 for the Large Dump Truck Replacement.

The Moderator declared the motion fails.

Project 19-35

Voted, that the Town appropriate the sum of \$215,000 for the Large Dump Truck Replacement, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared the motion passes with a two -thirds majority.

Project 19-36

Voted, that the Town appropriate the sum of \$403,260 for the Police Channels Infrastructure Project, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared the motion passes unanimously.

Project 19-37

Voted that the Town appropriate the sum of \$850,000 for the Bike/Pedestrian and Great Road Master Plan Transportation Improvements project, including the payment of all costs incidental

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 27, 2018

and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval
Transportation Advisory Comm.:	Recommended approval

Moderator declared the motion passes unanimously.

Article 15

Bond Authorization – Davis School Addition and Renovations

Michael McAllister made the following motion and the motion was seconded.

Voted, that the Town appropriate the sum of \$11,300,000 for constructing, equipping and furnishing an addition or additions and remodeling, reconstructing and making extraordinary repairs to the Lt. Eleazer Davis Elementary School, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, Section 7(1), or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval
School Committee:	Recommended approval

Moderator declared the motion passes unanimously.

The Moderator stated this is another article with multiple parts. None of the items are bonded. Margot Fleischman will read the appropriations 1-12.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 27, 2018

If you have a question on any item, say “hold”. The Community Preservation Budget is similar to the Capital Article. All holds will be repeated. The vote is taken on the unheld items first. All held items will be discussed and voted on separately.

Margot Fleischman presented the Community Preservation Committee report.

Article 16

Community Preservation Budget – Fiscal Year 2019

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town appropriate or reserve the following amounts from the Community Preservation Fund for the following purposes utilizing FY2019 Community Preservation Funds unless otherwise specified:

	APPROPRIATIONS	CP FY19 Funds
1	Administrative	\$10,000
2	Affordable Housing Consultant	\$35,000
3	Bond Payment – Town Center	\$165,150
4	Bond Payment – 350A Concord Road	\$424,213
5	Bond Payment – Town Hall MEP Project	\$ 102,425
6	Bond Payment – Liljegren Way/Mudge Way Athletic Fields	\$126,500
7	Bond Payment – Bedford Village	\$207,000
8	Bedford Housing Authority Life Management Program	\$40,000
9	Bicycle Shelter at JGMS and Bedford High School	\$11,700
10	Springs Brook Park Water Park Rehabilitation	\$50,000
11	Job Lane Playground	\$110,000
12	Springs Brook Park Water Clarity Improvements	\$60,000

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Community Preservation Committee:	Recommended approval
Capital Expenditure Committee:	Recommended approval for #10 and #11; Recommended disapproval for #12
Planning Board:	Recommended approval
Transportation Advisory Comm.:	Recommended approval

Items 1-12 except 9, the Moderator declared that motion passes unanimously. The Moderator declared item 9 passes with a majority vote.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - March 27, 2018

Article 17

Bond Authorization – Davis Road Boardwalk

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town appropriate \$878,900 for the Davis Road boardwalk project, including the payment of costs incidental or related thereto; that to meet this appropriation, \$429,828 is transferred from FY2019 Community Preservation Funds, and the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$449,072 under General Law Chapter 44, Section 7(1), or any other enabling authority; and that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval
Planning Board:	Recommended approval
Transportation Advisory Comm.:	Recommended approval

Moderator declared motion passes unanimously.

Thomas Busa of 321 Old Billerica Road made a motion to adjourn the Annual Town Meeting until April 2, 2018 at 7:30 PM in the Bedford High School Auditorium. The motion was seconded. The Annual Town Meeting adjourned at 10:43 PM.

ANNUAL TOWN MEETING - April 2, 2018

The Moderator called the Town Meeting to order. The Annual Town Meeting convened at 7:34 p.m. in the Bedford High School Auditorium. A quorum of one hundred forty-one registered voters was present.

The Moderator stated thank you for giving us a quorum. The Moderator introduced herself as “Cathy Cordes. The Moderator also introduced Town Clerk Doreen Tremblay. She also introduced the Town officials sitting at the base of the stage and in the audience as the Selectmen, Finance Committee, Town Counsel, Town Manager, Superintendent of Schools, School Committee, Planning Board and other Town officials and committees.

The tellers for the evening are: Kelly Craven, Pat Crew, Rosemary Dyer and Janet Schimelfenyg. The Moderator stated the Town Meeting is the annual business meeting of the Town. The biggest part of the meeting is tonight. We will be voting on the operating budget. Proper

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - April 2, 2018

decorum must be maintained at all times. The Moderator reviewed the rules of the Town Meeting printed in the back of the warrant. A voter may not speak unless the Moderator recognizes them. The voter must stand at the numbered microphone to be recognized. Name and address are required before commencing speaking. A voter may not speak more than twice in debate without permission from the Moderator except to correct a statement. Questions do not fall under the rules. Time limits imposed by the debate rules which are in the front of the warrant adopted by this meeting must be respected. Debate rules must be respected. Questions must be directed through the Moderator. Keep the discussion within the scope of the motion. You are encouraged to ask questions or state your position on the motions presented. This is not a debate. Amendments must be in writing for the Moderator and the Town Clerk. There is no clapping or booing. Local cable television is taping the discussion during the meeting. There will be no taping during the votes. Please turn off the ringer on the cellular phone. If you need to use the phone, please leave the hall. A colored card was distributed when you checked in. If you did not get one, please go out to check-in to get one. Do not tear it in half to share with another voter. Neither vote will be counted.

If you wish to speak, please use the microphone. Please review the civil discourse rules on page fifty-seven.

One of the tellers, Lois Chase fell when counting. She had surgery and will be in rehab soon. We wish her well.

William Moonan will read the Town Meeting resolution:

Whereas Lois Chase has long served as a teller for Bedford Town Meetings and as an Election Officer of the Town, and

Whereas Ms. Chase incurred an injury in the line of duty the second night of the 2018 Annual Town Meeting, We thank her for her service.

Therefore, be it resolved that Town Meeting thanks Ms. Chase for her years of service and wishes her a speedy recovery from the injury.

Article 18

PEG Access and Cable Expense Related Budget – Fiscal Year 2019

William Moonan made the following motion and the motion was seconded.

Voted, that the Town appropriate the sum of \$235,318 for the PEG Access and Cable Related Budget for the fiscal year beginning July 1, 2018; and that in order to meet such appropriation, the Town will transfer \$235,318 from the PEG Access and Cable Related Fund.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - April 2, 2018

Moderator declared motion passes unanimously.

Article 19

Supplement Operating Budget for Fiscal Year 2018 and Articles of the 2017 Annual Town Meeting

Edward Pierce made the following motion and the motion was seconded.

Voted, indefinite postponement of Article 19.

RECOMMENDATIONS

Selectmen: No position
Finance Committee: No position

The Moderator stated the motion requires a two-thirds vote. Moderator declared motion passes unanimously.

Article 20

Salary Administration Plan Bylaw Amendment – Classification & Wage Schedule

Caroline Fedele made the following motion and the motion was seconded.

Voted, the Town amend the Salary Administration Plan Bylaw, as amended, by striking out the present Classification and Wage Schedule and inserting in place thereof a new Classification and Wage Schedule, hereinafter set forth, to become effective July 1, 2018, unless another effective date is set forth herein.

A. Management / Professional / Administrative Classification and Compensation Plan (Hourly/Annual)

	Minimum	Mid	Max		Minimum	Mid	Max
Grade 1				Grade 2			
Library Page				No Positions Assigned			
Hourly	11.47	12.33	13.18	Hourly	12.39	13.47	14.55
35 hrs.	20,949.92	22,518.36	24,086.80	35 hrs.	22,630.39	24,609.62	26,588.84
40 hrs.	23,942.76	25,735.27	27,527.77	40 hrs.	25,863.30	28,125.28	30,387.25
Grade 3				Grade 4			
No Positions Assigned				No Positions Assigned			
Hourly	13.38	14.72	16.06	Hourly	14.45	16.08	17.70
35 hrs.	24,441.57	26,887.59	29,333.62	35 hrs.	26,402.12	29,370.96	32,339.80
40 hrs.	27,933.22	30,728.68	33,524.13	40 hrs.	30,173.86	33,566.81	36,959.77

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - April 2, 2018

Grade 5 No Positions Assigned				Grade 6 Library Assistant I, Seasonal Assistant Youth Worker			
Hourly	15.61	17.36	19.12	Hourly	16.85	18.96	21.06
35 hrs.	28,512.05	31,723.63	34,935.20	35 hrs.	30,790.03	34,636.45	38,482.87
40 hrs.	32,585.20	36,255.57	39,925.94	40 hrs.	35,188.60	39,584.51	43,980.42

Grade 7 Department Assistant I, Library Assistant II, Veteran's Services Officer				Grade 8 Department Assistant II, Library Custodian, School Traffic Supervisor			
Hourly	18.20	20.48	22.75	Hourly	20.20	22.98	25.76
35 hrs.	33,254.73	37,418.57	41,563.74	35 hrs.	36,914.43	41,993.19	47,071.96
40 hrs.	38,005.40	42,764.08	47,501.42	40 hrs.	42,187.91	47,992.22	53,796.53

Grade 9 Department Assistant III				Grade 10 Administrative Assistant I, Archivist, Finance Assistant, Respite Care Coordinator, Seasonal Youth Worker, Senior Library Technician			
Hourly	22.42	25.51	28.59	Hourly	24.66	28.36	32.06
35 hrs.	40,966.24	46,605.16	52,225.42	35 hrs.	45,055.39	51,814.63	58,573.88
40 hrs.	46,818.56	53,263.04	59,686.19	40 hrs.	51,491.88	59,216.72	66,941.57

Grade 11 Administrative Assistant II, Animal Control Officer, Assistant Accountant, Assistant Treasurer & Collec- tor, Data Collector, Elder Services Coordinator, Engi- neering Assistant, Engineering & Mechanical Assis- tant, Librarian, School-Age Child Care Director, Youth & Family Services Counselor				Grade 12 Assistant Assessor, Engineering Technician, Health Agent, Healthy Bedford Coordinator, Prevention Services Coordinator			
Hourly	27.12	31.19	35.26	Hourly	29.57	34.37	39.17
35 hrs.	49,555.33	56,986.76	64,418.19	35 hrs.	54,017.92	62,793.73	71,569.55
40 hrs.	56,634.66	65,127.73	73,620.79	40 hrs.	61,734.77	71,764.27	81,793.77

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - April 2, 2018

Grade 13 Assistant Planner, Assistant Recreation Director, Building & Systems Superintendent, Civil/ Environmental Engineer, Community Health Nurse, Conservation Administrator, Facilities Information & Procurement Analyst, GIS Analyst, Local Building Inspector, Plumbing & Gas Inspector, Recreation Adult Program Coordinator, Recreation Youth Program Coordinator, Recycling Coordinator, Senior Librarian, Technical Support Specialist, Wiring & Electrical Inspector				Grade 14 Assistant Facilities Director, Assistant Library Director, Council on Aging Director, DPW Business Manager, Economic Development Director, Grounds Operations Manager, Highway Operations Manager, Human Resources Manager, Recreation Director, Town Clerk, Water & Sewer Operations Man- ager, Youth & Family Services Director			
Hourly	32.22	37.47	42.70	Hourly	34.80	40.89	46.98
35 hrs.	58,872.63	68,451.33	78,011.37	35 hrs.	63,577.96	74,706.43	85,834.91
40 hrs.	67,283.00	78,230.09	89,155.85	40 hrs.	72,660.52	85,378.78	98,097.04
Grade 15 Assessing Director, Health Director, Information Systems Manager, Planning Director, Town Accountant				Grade 16 Code Enforcement Director/Building Inspector, DPW Engineer, Library Director			
Hourly	37.58	44.16	50.73	Hourly	40.21	47.75	55.28
35 hrs.	68,656.72	80,681.45	92,687.51	35 hrs.	73,455.41	87,235.30	100,996.52
40 hrs.	78,464.83	92,207.37	105,928.58	40 hrs.	83,949.04	99,697.49	115,424.60
Grade 17 Capital Projects Manager				Grade 18 No Positions Assigned			
Hourly	43.02	51.08	59.14	Hourly	45.60	54.73	63.84
35 hrs.	78,590.20	93,322.36	108,054.52	35 hrs.	83,314.20	99,988.24	116,643.61
40 hrs.	89,817.37	106,654.12	123,490.88	40 hrs.	95,216.22	114,272.27	133,306.98
Grade 19 Assistant Town Manager, Facilities Director, Finance Director/Treasurer & Collector				Grade 20 DPW Director, Fire Chief, Police Chief			
Hourly	48.34	58.01	67.68	Hourly	50.76	61.56	72.34
35 hrs.	88,318.28	105,981.93	123,645.59	35 hrs.	92,743.53	112,461.09	132,159.99
40 hrs.	100,935.17	121,122.21	141,309.24	40 hrs.	105,992.60	128,526.97	151,039.99

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - April 2, 2018

B. Public Works (40 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Chief Water System Operator (c.)	1,021.85	1,072.95	1,126.60	1,182.94	1,242.09	1,266.94
Chief Sewer System Operator (c.)	1,021.85	1,072.95	1,126.60	1,182.94	1,242.09	1,266.94
Working Foreman (c.)	1,021.85	1,072.95	1,126.60	1,182.94	1,242.09	1,266.94
Electrician (c.)	1,004.59	1,044.80	1,086.58	1,130.05	1,175.25	1,198.76
Maintenance Craftsman (c.)	986.57	1,026.04	1,067.09	1,109.78	1,154.17	1,177.25
Mechanic (c.)	986.57	1,026.04	1,067.09	1,109.78	1,154.17	1,177.25
Water System Operator (c.)	986.57	1,026.04	1,067.09	1,109.78	1,154.17	1,177.25
Sewer System Operator (c.)	986.57	1,026.04	1,067.09	1,109.78	1,154.17	1,177.25
Assistant Working Foreman (c.)	986.57	1,026.04	1,067.09	1,109.78	1,154.17	1,177.25
Heavy Equipment Operator (c.)	894.44	930.21	967.43	1,006.13	1,046.37	1,067.30
Summer Laborer (interim / seasonal)		13.03	per hr.			

C. Public Safety - Fire (42 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Captain Fire Prev. (40 hr/wk) (c.)	1,474.26	1,513.13	1,623.46	1,665.16	1,707.48	1,748.83
Lieutenant - Fire (c.)	1,258.55	1,281.14	1,362.91	1,386.61	1,410.42	1,451.78
Private - Fire (c.)	1,075.71	1,094.89	1,164.18	1,184.26	1,204.43	1,245.79
Student Firefighter	760.94	/wk.				
Call Lieutenant	3,420.42	/yr. max	3,666.56	/yr. max with EMT		
	17.25	/hr.	18.00	/hr. Spec. Assign.		
Call Firefighter	2,915.34	/yr. max	3,094.35	/yr. max with EMT		
	15.50	/hr.	16.25	/hr. Spec. Assign.		

D. Public Safety - Police (37.5 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Lieutenant - Police (c.)	1,559.76	1,587.27	1,614.90	1,643.16	1,671.91	1,701.17	
Sergeant - Police (c.)	1,344.62	1,368.33	1,392.15	1,416.52	1,441.30	1,466.53	
Patrol Officer - Police (c.)	1,082.78	1,102.56	1,174.02	1,194.73	1,215.53	1,237.41	1,259.68
Student Police Officer	1,082.78	/wk.					
Police Matron	18.91	/hr.	20.53	/hr. nights and weekends			

E. Public Safety - Dispatch (37.5 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Communications Officer I (c.)	761.14	799.19	839.15	881.11	925.16	971.42
Emergency Communications Officer II (c.)	783.97	823.17	864.32	907.55	952.92	1,000.56
Lead Emergency Communications Officer (c.)	815.33	856.09	898.90	943.85	991.03	1,040.59

(c.) Per Labor Contract

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - April 2, 2018

F. Recreation Programs

School-Age Child Care Program (40 hr/wk)

	Min.	Mid.	Max.
Assistant Director	18.00	21.00	24.00
Group Leader	12.78	17.03	21.28
Aide (High School)	10.00	11.00	12.00

Youth Center Staff (Hourly)

	Min.	Mid.	Max.
Supervisor	17.00	19.00	21.00
Adult Staff (H.S. Graduates)	15.00	16.50	18.00
Junior Staff (H.S. Students)	10.00	11.00	12.00

Springs Brook Park Program (Hourly - eff. 5/15/17)

	Min.	Mid.	Max.
Director/Manager	20.55	27.76	34.96
Aquatics Director	20.00	25.00	30.00
Assistant Director	20.00	25.00	30.00
Supervisor	17.00	19.00	21.00
SBP Staff IV	17.00	18.00	19.00
SBP Staff III	14.00	15.50	17.00
SBP Staff II	11.00	12.50	14.00
SBP Staff I	8.00	9.50	11.00

Summer Adventures/Programs (Hourly - eff. 5/15/17)

	Min.	Mid.	Max.
Director	19.51	24.09	28.66
Assistant Director	20.00	22.50	25.00
Program Leader	15.00	22.50	30.00
Supervisor	16.00	18.00	20.00
Administrative Coordinator	17.00	18.50	20.00
Program Staff	12.00	14.00	16.00
Counselor (HS Grad) *	10.50	11.00	11.50
Counselor (HS) *	9.00	9.50	10.00
Aide	8.50		

Overnight Stipend 100.00 /night

* Add for Certifications: \$.50/hr. CPR, \$.50/hr. First Aid, \$.50/hr. Life Guard Training

Instructional Programs/Basketball (hourly)

	Min.	Mid.	Max.
Program Instructor II	25.00	42.50	60.00
Program Instructor I	15.00	22.50	30.00
Program Aide	10.00	12.50	15.00
Basketball Official	12.00	14.50	17.00

G. Miscellaneous

	Step 1	Step 2	Step 3	Step 4	Step 5
Local Transportation Operator/Coordinator (40 hr/wk)	961.05	978.74	996.32	1,012.95	1,029.84
Substitute Local Transportation Operator	20.16	/hr.	Alt./Asst. Inspectors	30.39	/hr.
Recording Secretary	17.85	/hr.	Youth Leader	9.82	/hr.
Temporary Clerk II	11.21	/hr.	Temporary Clerk I	9.82	/hr.

	Min.	Mid.	Max.
Temporary Painter	25.52	28.18	30.84

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - April 2, 2018

(c.) Per Labor Contract

RECOMMENDATIONS

Selectmen: Recommended approval
 Finance Committee: Recommended approval

Moderator declared motion passes unanimously.

Benjamin Thomas gave the Finance Committee Report on highlights of the budget.

The Moderator stated that Mr. Thomas will read the motion line by line. He must do this for legal purposes. If you have a question on a line item, say "hold". Say "hold" loud enough for the Moderator to hear.

Jerry Pfeffer of 28 Battle Flagg Road made a point of order that the numbers changed from the warrant.

Article 21 **Operating Budgets – Fiscal Year 2019**

Benjamin Thomas made the following motion and the motion was seconded.

Voted, that the Town appropriate for expenditures in the fiscal year beginning July 1, 2018 the following sums to be raised from the tax levy unless otherwise herein specified:

FISCAL YEAR 2019 OPERATING BUDGET

Account #	Department	FY 2019 Recommended	Segregations Description	Amount
1220	Selectmen	710,705	Salaries:	
			Chairman	2,400
			Clerk	2,000
			Other Selectmen, each	1,600
			Office	546,065
1300	Finance/Administrative Services	1,051,254	Salaries	733,381
			From Sewer Fund	145,000

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - April 2, 2018

FISCAL YEAR 2019 OPERATING BUDGET

Account #	Department	FY 2019 Recommended	Segregations Description	Amount
1301	Insurance & Benefits	12,187,667	From Sewer Fund	125,000
			From Pension Trust Fund	66,000
1303	Principal & Interest	8,522,061	Non Exempt Principal	2,865,898
			Non Exempt Interest	1,251,378
			Exempt Principal	2,700,000
			Exempt Interest	679,498
			CPA Debt Costs	1,025,287
			From Debt Stabilization Fund	65,288
			From Sewer Fund	475,000
			From CPA Fund	1,025,287
1310	Financial Committees	982,475	Reserve Fund	980,861
			Capital Expenditures Committee	260
1410	Board of Assessors	307,992	Salaries:	
			Stipend, each Assessor	1,600
			Office	227,419
1510	Legal Services	184,000		
1610	Town Clerk	229,892	Salaries:	
			Office	203,926
			Stipends	310
1620	Elections & Registrations	59,757	Personnel Costs	40,985
			Stipends	1,350
1750	Planning Board	215,579	Salaries	208,329

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - April 2, 2018

FISCAL YEAR 2019 OPERATING BUDGET

Account #	Department	FY 2019 Recommended	Segregations Description	Amount
2010	Police Department	3,847,382	Salaries Capital Outlay	3,672,048 14,473
2200	Fire Department	2,404,996	Salaries Capital Outlay	2,230,532 23,723
2360	Town Center	105,487	Salaries	46,053
2400	Code Enforcement	522,394	Salaries	474,366
3000	School Department	40,428,716	From Impact Aid/Defense Aid	450,000
3001	Vocational Education	550,000		
3500	Facilities Department - Municipal	2,467,832	Salaries Capital Outlay Utilities	512,455 2,551 1,750,000
4000	Public Works	12,551,516	Salaries Snow Removal Overtime Snow Removal Materials MWRA Water Purchase Refuse/Recycling Energy Equipment/Materials Capital Outlay Road Resurfacing From Sewer Fund From Recreation Field Maintenance Fund	2,925,649 136,800 205,653 3,688,757 2,031,586 1,168,356 501,102 958,282 7,331 928,000 4,355,000 24,000

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - April 2, 2018

FISCAL YEAR 2019 OPERATING BUDGET

Account #	Department	FY 2019 Recommended	Segregations Description	Amount
5000	Board of Health	297,431	Salaries	
5001	Hazardous Waste	19,752		
5003	Mosquito Control	40,817		
5400	Bedford Local Transit	75,148	Salaries	
5410	Council on Aging	240,387	Salaries Capital Outlay	
5420	Youth & Family Services	591,374	Salaries	
6100	Public Library	1,255,915	Salaries Capital Outlay	
6300	Recreation Commission	286,254	Salaries	
6910	Historic Preservation Commission	1,333		
TOTAL		90,138,116		

RECOMMENDATIONS

Selectmen: Recommended approval
Finance Committee: Recommended approval

Moderator announced the vote on the budget with the exception of 1410 Assessors and 6300 Recreation Commission declared that passes unanimous. 1410 Assessors declared that motion passes unanimously. 6300 Recreation Commission declared the motion passes unanimously.

Article 22

Ambulance Enterprise Budget – Fiscal Year 2019

Benjamin Thomas made the following motion and the motion was seconded.

Voted, that the Town appropriate the sum of \$924,591 to operate the Ambulance Enterprise Fund, and that the following sums be appropriated for the Ambulance Enterprise Fund:

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - April 2, 2018

Salaries:	\$693,177
Operational Expenses	\$216,717
Capital Outlay	\$ 14,697

and that in order to meet said appropriation that the sum of \$924,591 be raised as follows:

Ambulance Receipts	\$ 830,041
Retained Earnings	\$ 59,771
Tax Levy	\$ 34,779

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

Article 23

Salary Plan Additional Funding

Edward Pierce made the following motion and the motion was seconded.

Voted, that the Town raise and appropriate the sum of \$204,100 to fund salary adjustments for employees assigned to positions within the Salary Administration Plan Bylaw Classification and Wage Schedule, Section A.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

Article 24

Other Post-Employment Benefits Liability Trust Fund Appropriation

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town raise and appropriate the sum of \$714,779 to be added to the Other Post-Employment Benefits Liability Trust Fund established under Article 21 of the 2011 Annual Town Meeting as amended under Article 21 of the 2017 Special Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees.

RECOMMENDATIONS

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - April 2, 2018

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

Article 25 ***Supplement Accrued Sick Leave Fund***

Edward Pierce made the following motion and the motion was seconded.

Voted, that the Town supplement a fund established by Article 25 of the 1994 Annual Town Meeting as last amended by Article 29 of the 2017 Annual Town Meeting to offset the anticipated annual and future costs of Town employee accumulated sick leave payments by raising and appropriating the sum of \$25,000 for such purpose.

RECOMMENDATIONS

Selectmen:	No position
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

Article 26 ***Stabilization Fund Appropriation***

Benjamin Thomas made the following motion and the motion was seconded.

Voted, that the Town raise and appropriate the sum of \$250,000 to the Stabilization Fund, as provided under Massachusetts General Laws, Chapter 40, Section 5B.

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

Article 27 ***Free Cash***

Benjamin Thomas made the following motion and the motion was seconded.

Voted, that the Town transfer \$5,950,000 from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2018.

TOWN CLERK AND ELECTIONS

ANNUAL TOWN MEETING - April 2, 2018

RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

The Moderator stated thank you for coming so we could have a full meeting tonight.

William Moonan announced this is the last Town Meeting Town Manager Richard Reed will be attending. Please express your gratitude to Richard Reed for his many years of service. The audience gave the Town Manager a standing ovation.

William Moonan made a motion to adjourn the Annual Town Meeting sine die. The motion was seconded. The Annual Town Meeting adjourned at 8:40 PM.

Volunteer Opportunities and the Appointment Process

Opportunities for Volunteer Appointments in Bedford

All Town boards and committees consist of volunteers who reside in Bedford and are registered voters. These volunteers work toward solving complex issues and setting or recommending policy that helps to shape the kind of community in which we live. Bedford is fortunate to have many potential volunteers whose skill and technical knowledge can be applied in the Town Government. There are various opportunities available to correspond with your expertise and/or interest.

Why volunteer? There are as many reasons as there are volunteers. Here are a few:

- Learn more about your community
- Meet people
- Watch your ideas get implemented
- Be aware of important events in town
- Take charge of a project
- Add to your resume
- Help guide your community

Vacancies can occur throughout the year. Terms of office vary from one to three years. Committees which may have openings are listed below:

- Bedford Housing Partnership
- Bicycle Advisory Committee
- Cable Television Committee
- Charter and Bylaw Review Committee
- Community Preservation Committee
- Hanscom Area Towns Committee (HATS)
- Historic District Commission
- Historic Preservation Commission
- Municipal Affordable Housing Trust
- Petitioner's Advisory Committee
- Transportation Advisory Committee
- Volunteer Coordinating Committee

Appointment Process

If you would like to be a part of our Town Government, please initiate the process by completing the reverse side of this form and returning it as indicated. Please note that all candidates for appointment to a committee are interviewed, and that prior to interviewing, they are required to attend at least one meeting of the committee(s) in which they express interest.

Town of Bedford Questionnaire for Volunteers

Good Government Depends On You
Please read about opportunities for volunteer appointments and the process
on the other side of this Questionnaire.

Name		Date
Address		Occupation
Home Phone	Cell Phone	E-mail

1. Interested in serving on _____

2. How many meetings have you attended of the committee(s) listed above? _____

3. No. years lived in Bedford: _____ Are you a registered Bedford voter? _____

4. Attended Bedford Town Meeting(s)? _____ If yes, please indicate last year(s) you attended. _____

5. Please describe your background or training from work and/or life experience that relates to your interest in government.

6. What Town government experience have you had?

7. What community experience have you had? Have you served as an officer or held any leadership position in any other community organization(s)?

8. Additional information for the Selectmen to consider. (Please add to this form and/or attach a resume as necessary.)

9. Do you have any restrictions on your availability to attend committee meetings?

Feel free to call a member of the Volunteer Coordinating Committee to indicate your interest or to find out more about a committee, the time commitment involved and the process of appointment. Please complete this form and return it to the Town Manager's Office, Town Hall at 10 Mudge Way or by email to TownManager@bedfordma.gov.

Patricia Carluccio - 781-275-0645	Joseph Piantedosi - 781-275-6077
Jennifer Kelley 617-331-1983	Angelo Colao - 781-275-7225

Office Use Only

Registered Voter _____	Acknowledged _____	Attended Meetings _____
Interviewed _____	Appointed _____	Appointment Letter _____

NOTES

NOTES